



# POST OFFICE MANUAL

VOLUME V

## APPENDICES

CONTAINING SPECIAL  
SUPPLEMENTARY RULES  
□ AND REGULATIONS □

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THIRD EDITION

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## NOTICE.

THE rules contained in this Volume of the *Post Office Manual* will come into force on the 1st February 1909, and will supersede all previous rules and circulars on the subjects treated of herein.

These rules must be carefully read by all officers of the Post Office to whom they are supplied, as no breach of the rules will be excused on the plea of ignorance.

*1st November 1908.*

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## VOLUME V.

### APPENDICES.

#### APPENDIX NO. I.

### Indian Post Office Acts.

ACT No. VI OF 1898.

[PASSED BY THE GOVERNOR-GENERAL OF INDIA IN COUNCIL.]

*(Received the assent of the Governor-General on the 22nd March, 1898.)*

An Act to consolidate and amend the Law relating to the Post Office in India.

WHEREAS it is expedient to consolidate and amend the law relating to the Post Office in India; It is hereby enacted as follows:—

#### CHAPTER I.—PRELIMINARY.

5"

1. (1) This Act may be called the Indian Post Office Act, 1898.

(2) It extends to the whole of British India, inclusive of Upper Burma, British Baluchistan, the Santal Parganas and the Pargana of Spiti; and it applies also to—

Short title,  
extent, appli-  
cation and  
commence-  
ment.

(a) all Native Indian subjects of Her Majesty in any place without and beyond British India;

(b) all other British subjects within the territories of any Native Prince or Chief in India; and

(c) all servants of the Queen, whether British subjects or not, within the territories of any Native Prince or Chief in India.

(3) It shall come into force on the first day of July, 1898.

2. In this Act, unless there is anything repugnant in the subject or context,—

(a) the expression "Director-General" means the Director-General of the Post Office of India:

(b) the expression "inland," used in relation to a postal article, means—

(i) posted in British India and addressed to any place in British India or to any place for which a post office is established by

the Governor-General in Council beyond the limits of British India; or

- (ii) posted at any post office established by the Governor-General in Council beyond the limits of British India and addressed to any place for which any such post office is established or to any place in British India: Provided that the expression "inland" shall not apply to any class of postal articles which may be specified in this behalf by the Governor-General in Council by notification in the *Gazette of India*, when posted in or at or addressed to any places or post offices which may be described in such notification\*:
- (c) the expression "mail bag" includes a bag, box, parcel or any other envelope or covering in which postal articles in course of transmission by post are conveyed, whether it does or does not contain any such article:
- (d) the expression "mail ship" means a ship employed for carrying mails, pursuant to contract or continuing arrangement, by the Government of India or Her Majesty's Government or the Government of any British possession or foreign country:
- (e) the expression "officer of the Post Office" includes any person employed in any business of the Post Office or on behalf of the Post Office:
- (f) the expression "postage" means the duty chargeable for the transmission by post of postal articles:
- (g) the expression "postage stamp" means any stamp provided by the Governor-General in Council for denoting postage or other fees or sums payable in respect of postal articles under this Act, and includes adhesive postage stamps and stamps printed, embossed, impressed or otherwise indicated on any envelope, wrapper, postcard or other article:
- (h) the expression "post office" includes every house, building, room, carriage or place used for the purposes of the Post Office, and every letter-box provided by the Post Office for the reception of postal articles:
- (i) the expression "postal article" includes a letter, postcard, newspaper, book, pattern or sample packet, parcel and every article or thing transmissible by post:
- (j) the expression "Postmaster-General" includes a Deputy Postmaster-General or other officer exercising the powers of a Postmaster-General: and
- (k) the expression "the Post Office" means the department presided over by the Director-General.

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\* This proviso was added by the Indian Post Office (Amendment) Act, 1903 (Act No. II of 1903).

3. For the purposes of this Act,—

- (a) a postal article shall be deemed to be in course of transmission by post from the time of its being delivered to a post office to the time of its being delivered to the addressee, or of its being returned to the sender or otherwise disposed of under Chapter VII:
- (b) the delivery of a postal article of any description to a postman or other person authorised to receive postal articles of that description for the post shall be deemed to be a delivery to a post office: and
- (c) the delivery of a postal article at the house or office of the addressee, or to the addressee or his servant or agent or other person considered to be authorised to receive the article according to the usual manner of delivering postal articles to the addressee, shall be deemed to be delivery to the addressee.

Meanings of  
"in course of  
transmission  
by post" and  
"delivery."

#### CHAPTER II.—PRIVILEGE AND PROTECTION OF THE GOVERNMENT.

4. (1) Wherever, within British India, posts or postal communications are established by the Governor-General in Council, the Governor-General in Council shall have the exclusive privilege of conveying by post, from one place to another, all letters, except in the following cases, and shall also have the exclusive privilege of performing all the incidental services of receiving, collecting, sending, despatching and delivering all letters, except in the following cases, that is to say :—

Exclusive  
privilege of  
conveying  
letters reserv-  
ed to the  
Government.

- (a) letters sent by a private friend in his way, journey or travel, to be delivered by him to the person to whom they are directed, without hire, reward or other profit or advantage for receiving, carrying or delivering them;
- (b) letters solely concerning the affairs of the sender or receiver thereof, sent by a messenger on purpose; and
- (c) letters solely concerning goods or property, sent either by sea or by land to be delivered with the goods or property which the letters concern, without hire, reward or other profit or advantage for receiving, carrying or delivering them:

Provided that nothing in this section shall authorise any person to make a collection of letters excepted as aforesaid for the purpose of sending them otherwise than by post.

(2) For the purposes of this section and section 5, the expression "letters" includes postcards.

5. Wherever, within British India, posts or postal communications are established by the Governor-General in Council, the following persons are expressly forbidden to collect, carry, tender or deliver letters, or to receive letters for the purpose of carrying or delivering them, although they obtain no hire, reward or other profit or advantage for so doing, that is to say :—

Certain  
persons ex-  
pressly for-  
bidden to  
convey  
letters.

- (a) common carriers of passengers or goods, and their servants or agents, except as regards letters solely concerning goods in their carts or carriages; and



- (b) owners and masters of vessels sailing or passing on any river or canal in British India, or between any ports or places in British India, and their servants or agents, except as regards letters solely concerning goods on board, and except as regards postal articles received for conveyance under Chapter VIII.

Exemption from liability for loss, misdelivery, delay or damage.

6. The Secretary of State for India in Council shall not incur any liability by reason of the loss, misdelivery or delay of, or damage to, any postal article in course of transmission by post, except in so far as such liability may in express terms be undertaken by the Governor-General in Council as hereinafter provided; and no officer of the Post Office shall incur any liability by reason of any such loss, misdelivery, delay or damage, unless he has caused the same fraudulently or by his wilful act or default.

### CHAPTER III.—POSTAGE.

Power to fix rates of inland postage.

7. (1) The Governor-General in Council may, by notification in the *Gazette of India*, fix the rates of postage and other sums to be charged in respect of postal articles sent by the inland post under this Act, and may make rules as to the scale of weights, terms and conditions subject to which the rates so fixed shall be charged:

Provided that the highest rate of postage, when prepaid, shall not exceed the rate set forth for each class of postal articles in the first schedule.

(2) Unless and until such notification as aforesaid is issued, the rate set forth in the said schedule shall be the rates chargeable under this Act.

(3) The Governor-General in Council may, by notification in the *Gazette of India*, declare what packets may be sent by the inland post as book, pattern and sample packets within the meaning of this Act.

Power to make rules as to payment of postage and fees in certain cases.

8. The Governor-General in Council may, by rule,—

- (a) require the prepayment of postage on inland postal articles or any class of inland postal articles, and prescribe the manner in which prepayment shall be made;
- (b) prescribe the postage to be charged on inland postal articles when the postage is not prepaid or is insufficiently prepaid;
- (c) provide for the redirection of postal articles and the transmission by post of articles so redirected, either free of charge or subject to such further charge as may be specified in the rules; and
- (d) prescribe the fees to be charged for the “express delivery” of postal articles, in addition to, or instead of, any other postage chargeable thereon under this Act.

*Explanation.*—“Express delivery” means delivery by a special messenger or conveyance.

Power to make rules as to registered newspapers.

9. (1) The Governor-General in Council may make rules providing for the registration of newspapers for transmission by inland post as registered newspapers.

(2) For the purpose of such registration, every publication, consisting wholly or in great part of political or other news, or of articles relating thereto or to other current topics, with or without advertisements, shall be deemed a newspaper, subject to the following conditions, namely :—

- (a) that it is published in numbers at intervals of not more than thirty-one days ; and
- (b) that it has a *bonâ fide* list of subscribers.

(3) An extra or supplement to a newspaper, bearing the same date as the newspaper and transmitted therewith, shall be deemed to be part of the newspaper :

Provided that no such extra or supplement shall be so deemed unless it consists wholly or in great part of matter like that of the newspaper, and has the title and date of publication of the newspaper printed at the top of each page.

*Explanation.*—Nothing in this section or in the rules thereunder shall be construed to render it compulsory to send newspapers by the inland post.

10. (1) Where arrangements are in force with the United Kingdom, or with any British possession or foreign country, for the transmission by post of postal articles between British India and the United Kingdom or such possession or country, the Governor-General in Council may, in conformity with the provisions of such arrangements, declare what postage rates and other sums shall be charged in respect of such postal articles, and may make rules as to the scale of weight, terms and conditions subject to which the rates so declared shall be charged.

Power to declare rates of foreign postage.

(2) Unless and until such declaration as aforesaid is made, the existing rates and regulations shall continue in force.

11. (1) The addressee of a postal article on which postage or any other sum chargeable under this Act is due shall be bound to pay the postage or sum so chargeable on his accepting delivery of the postal article, unless he forthwith returns it unopened :

Liability for payment of postage.

Provided that, if any such postal article appears to the satisfaction of the Postmaster-General to have been maliciously sent for the purpose of annoying the addressee, he may remit the postage.

(2) If any postal article on which postage or any other sum chargeable under this Act is due is refused or returned as aforesaid, or if the addressee is dead or cannot be found, then the sender shall be bound to pay the postage or sum due thereon under this Act.

12. If any person refuses to pay any postage or other sum due from him under this Act in respect of any postal article, the sum so due may, on application made by an officer of the Post Office authorised in this behalf by the written order of the Postmaster-General, be recovered for the use of the Post Office from the person so refusing, as if it were a fine imposed under this Act, by any Magistrate having jurisdiction where that person may for the time being be resident ; and the Postmaster-General may further direct that

Recovery of postage and other sums due in respect of postal articles.

any other postal article, not being on Her Majesty's service, addressed to that person shall be withheld from him until the sum so due is paid or recovered as aforesaid.

Customs-duty paid by the Post Office to be recoverable as postage.

13. When a postal article, on which any duty of customs is payable, has been received by post from any place beyond the limits of British India, and the duty has been paid by the postal authorities at any customs-port or elsewhere, the amount of the duty shall be recoverable as if it were postage due under this Act.

Post Office marks *prima facie* evidence of certain facts denoted.

14. In every proceeding for the recovery of any postage or other sum alleged to be due under this Act in respect of a postal article—

- (a) the production of a postal article, having thereon the official mark of the Post Office denoting that the article has been refused, or that the addressee is dead or cannot be found, shall be *prima facie* evidence of the fact so denoted, and
- (b) the person from whom the postal article purports to have come shall, until the contrary is proved, be deemed to be the sender thereof.

Official mark to be evidence of amount of postage.

15. The official mark on a postal article denoting that any postage or other sum is due in respect thereof to the Post Office of British India or to the Post Office of the United Kingdom or of any British possession or foreign country, shall be *prima facie* evidence that the sum denoted as aforesaid is so due.

#### CHAPTER IV.—POSTAGE STAMPS.

Provision of postage stamps and power to make rules as to them.

16. (1) The Governor-General in Council shall cause postage stamps to be provided of such kinds and denoting such values as he may think necessary for the purposes of this Act.

(2) The Governor-General in Council may make rules as to the supply, sale, and use of postage stamps.

(3) In particular, and without prejudice to the generality of the foregoing power, such rules may—

- (a) fix the price at which postage stamps shall be sold ;
- (b) declare the classes of postal articles in respect of which postage stamps shall be used for the payment of postage or other sums chargeable under this Act ;
- (c) prescribe the conditions with regard to perforation, defacement and all other matters subject to which postage stamps may be accepted or refused in payment of postage or other sums ;
- (d) regulate the custody, supply and sale of postage stamps ;
- (e) declare the persons by whom and the terms and conditions subject to which postage stamps may be sold ; and
- (f) prescribe the duties and remuneration of persons selling postage stamps.

XLV of 1860.

17. Postage stamps provided under section 16 shall be deemed to be stamps issued by Government for the purpose of revenue within the meaning of the Indian Penal Code, and, subject to the other provisions of this Act, shall be used for the prepayment of postage or other sums chargeable under this Act in respect of postal articles, except where the Governor-General in Council directs that prepayment shall be made in some other way.

Postage stamps to be deemed stamps for the purpose of revenue.

#### CHAPTER V.—CONDITIONS OF TRANSMISSION OF POSTAL ARTICLES.

18. (1) The Governor-General in Council may, by rule, provide for the redelivery to the sender, without reference to the consent of the addressee and subject to such conditions (if any) as may be deemed fit, of any postal article in course of transmission by post.

Redelivery to sender of postal article in course of transmission by post.

(2) Save as provided by any rules that may be made under sub-section (1), the sender shall not be entitled to recall a postal article in course of transmission by post.

19. (1) Except as otherwise provided by rule and subject to such conditions as may be prescribed thereby, no person shall send by post any explosive, dangerous, filthy, noxious or deleterious substance, any sharp instrument not properly protected, or any living creature which is either noxious or likely to injure postal articles in course of transmission by post or any officer of the Post Office.

Transmission by post of anything injurious prohibited.

(2) No person shall send by post any article or thing which is likely to injure postal articles in course of transmission by post or any officer of the Post Office.

20. No person shall send by post—

- (a) any indecent or obscene printing, painting, photograph, lithograph, engraving, book or card, or any other indecent or obscene article, or
- (b) any postal article having thereon, or on the cover thereof, any words, marks or designs of an indecent, obscene, seditious, scurrilous, threatening, or grossly offensive character.

Transmission by post of anything indecent, etc., prohibited.

21. (1) The Governor-General in Council may make rules as to the transmission by post of postal articles.

Power to make rules as to transmission by post of postal articles.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may—

- (a) provide for the granting receipts for, and the granting and obtaining certificates of posting and delivery of, postal articles and the sums to be paid, in addition to any other postage, for such receipts and certificates; and
- (b) regulate covers, form, dimensions, maximum weight and enclosures, and the use of postal articles, other than letters for making communications.

(3) Postal articles shall be posted and delivered at such times and in such manner as the Director-General may, by order, from time to time appoint.

Power to postpone despatch or delivery of certain postal articles.

22. (1) Where the despatch or delivery from a post office of letters would be delayed by the despatch or delivery therefrom at the same time of book, pattern or sample packets and parcels, or any of them, such packets or parcels, or any of them, may, subject to such rules as the Governor-General in Council may make in this behalf, be detained in the Post Office so long as may be necessary.

(2) Where separate parcel posts are established, parcels may be forwarded and conveyed by them, being detained, if necessary, in the Post Office for that purpose.

Power to deal with postal articles posted in contravention of Act.

23. (1) Any postal article sent by post in contravention of any of the provisions of this Act may be detained and either returned to the sender or forwarded to destination, in each case charged with such additional postage (if any) as the Governor-General in Council may, by rule, direct.

(2) Any officer in charge of a post office or authorised by the Postmaster-General in this behalf may open or unfasten any newspaper or any book, pattern or sample packet, in course of transmission by post, which he suspects to have been sent by post in contravention of section 21 or of any of the provisions of this Act relating to postage.

(3) Notwithstanding anything in sub-section (1)—

- (a) any postal article sent by post in contravention of the provisions of section 19 may, under the authority of the Postmaster-General, if necessary, be opened and destroyed; and
- (b) any postal article sent by post in contravention of the provisions of section 20 may, under the authority of the Postmaster-General, be destroyed.

Power to deal with postal articles containing goods contraband or liable to duty.

24. Where a postal article, suspected to contain any contraband goods or anything liable to duty, is received for delivery at a post office, the officer in charge of the post office shall send a notice in writing to the addressee inviting him to attend, either in person or by agent, within a specified time at the post office, and shall in the presence of the addressee or his agent, or if the addressee or his agent fails to attend as aforesaid then in his absence, open and examine the postal article :

Provided, first, that, if the Director-General so directs in the case of any post office or class of post offices, the officer in charge of the post office shall call in two respectable persons as witnesses before he opens a postal article in the absence of the addressee or his agent :

Provided, secondly, that in all cases a postal article, after being opened under this section, shall be delivered to the addressee, unless it is required for the purpose of any further proceeding under this or any other law or enactment for the time being in force, and that the opening of the postal article and the circumstances connected therewith shall be immediately reported to the Postmaster-General :

Provided, thirdly, that nothing in this section shall prevent the detention of parcels, received by post from any place beyond the limits of British India, at the customs-port or other place at which they are received, and the opening of parcels so received by the Customs-authorities for the purpose of levying any duty of customs.

VIII of  
1878.

25. Where a notification has been published under section 19 of the Sea Customs Act, 1878, in respect of any goods of any specified description, any officer of the Post Office empowered in this behalf by the Governor-General in Council may search, or cause search to be made, for any such goods in course of transmission by post, and shall deliver all such goods found to such officer as the Governor-General in Council may appoint in this behalf, and such goods may be disposed of in such manner as the Governor-General in Council may direct.

Power to intercept notified goods during transmission by post.

26. (1) On the occurrence of any public emergency, or in the interest of the public safety or tranquillity, the Governor-General in Council, or a Local Government, or any officer specially authorised in this behalf by the Governor-General in Council, may, by order in writing, direct that any postal article or class or description of postal articles in course of transmission by post shall be intercepted or detained, or shall be delivered to the Government or to an officer thereof mentioned in the order, to be disposed of in such manner as the Governor-General in Council may direct.

Power to intercept postal articles for public good.

(2) If any doubt arises as to the existence of a public emergency, or as to whether any act done under sub-section (1) was in the interest of the public safety or tranquillity, a certificate signed by a Secretary to the Government of India or to the Local Government shall be conclusive proof on the point.

27. (1) Where a postal article is received by post from any place beyond the limits of British India—

Power to deal with postal articles from abroad bearing fictitious or previously used stamps.

- (a) bearing a fictitious postage stamp, that is to say, any *facsimile* or imitation or representation of a postage stamp, or
- (b) purporting to be prepaid with any postage stamp which has been previously used to prepay any other postal article,

the officer in charge of the post office at which the postal article is received, shall send a notice to the addressee inviting him to attend, either in person or by agent, within a specified time at the post office to receive delivery of the postal article.

(2) If the addressee or his agent attends at the post office within the time specified in the notice and consents to make known to the officer in charge of the post office the name and address of the sender of the postal article and to redeliver to the officer aforesaid the portion of the postal article which bears the address and the fictitious or previously used postage stamp, or, if the postal article is inseparable from the stamp, the entire postal article, the postal article shall be delivered to the addressee or his agent.

(3) If the addressee or his agent fails to attend at the post office within the time specified in the notice, or, having attended within that time, refuses to make known the name and address of the sender or to redeliver the postal article or portion thereof as required by sub-section (2), the postal article shall not be delivered to him, but shall be disposed of in such manner as the Governor-General in Council may direct.

*Explanation.*—For the purposes of this section, the expression “postage stamp” includes any postage stamp for denoting any rate or duty of postage of any part of Her Majesty’s dominions or of any Native State or foreign country.

#### CHAPTER VI.—REGISTRATION, INSURANCE AND VALUE-PAYABLE POST.

Registration  
of postal ar-  
ticles.

28. The sender of a postal article may, subject to the other provisions of this Act, have the article registered at the post office at which it is posted, and require a receipt therefor; and the Governor-General in Council may, by notification in the *Gazette of India*, direct that, in addition to any postage chargeable under this Act, such further fee as may be fixed by the notification shall be paid on account of the registration of postal articles.

Power to  
make rules as  
to registra-  
tion.

29. (1) The Governor-General in Council may make rules as to the registration of postal articles.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may—

- (a) declare in what cases registration shall be required;
- (b) prescribe the manner in which the fees for registration shall be paid; and
- (c) direct that twice the fee for registration shall be levied on the delivery of a postal article required to be registered on which the fee for registration has not been prepaid.

(3) Postal articles made over to the Post Office for the purpose of being registered shall be delivered, when registered, at such times and in such manner as the Director-General may, by order, from time to time appoint.

Insurance of  
postal ar-  
ticles.

30. The Governor-General in Council may, by notification in the *Gazette of India*, direct—

- (a) that any postal article may, subject to the other provisions of this Act, be insured at the post office at which it is posted against the risk of loss or damage in course of transmission by post, and that a receipt therefor shall be granted to the person posting it; and
- (b) that, in addition to any postage and fees for registration chargeable under this Act, such further fee as may be fixed by the notification shall be paid on account of the insurance of postal articles.

Power to  
require  
insurance  
of postal  
articles.

31. The Governor-General in Council may, by notification in the *Gazette of India*, declare in what cases insurance shall be required, and direct that any postal article containing anything required to be insured, which has been posted without being insured, shall be returned to the sender or shall be delivered to the addressee, subject to the payment of such special fee as may be fixed by the notification:

Provided that the levy of such special fee as aforesaid shall not impose any liability upon the Secretary of State for India in Council in respect of the postal article.

32. (1) The Governor-General in Council may make rules as to the insurance of postal articles. Power to make rules as to insurance.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may—

- (a) declare what classes of postal articles may be insured under section 30 ;
- (b) fix the limit of the amount for which postal articles may be insured ; and
- (c) prescribe the manner in which the fees for insurance shall be paid.

(3) Postal articles made over to the Post Office for the purpose of being insured shall be delivered, when insured, at such places and times and in such manner as the Director-General may, by order, from time to time appoint.

33. Subject to such conditions and restrictions as the Governor-General in Council may, by rule, prescribe, the Secretary of State for India in Council shall be liable to pay compensation, not exceeding the amount for which a postal article has been insured, to the sender thereof for the loss of the postal article or its contents, or for any damage caused to it in course of transmission by post : Liability in respect of postal articles insured.

Provided that the compensation so payable shall in no case exceed the value of the article lost or the amount of the damage caused.

34. The Governor-General in Council may, by notification in the *Gazette of India*, direct that, subject to the other provisions of this Act, and to the payment of fees at such rates as may be fixed by the notification, a sum of money specified in writing at the time of posting by the sender of a postal article shall be recoverable on the delivery thereof from the addressee, and that the sum so recovered shall be paid to the sender : Transmission by post of value-payable postal articles.

Provided that the Secretary of State for India in Council shall not incur any liability in respect of the sum specified for recovery, unless and until that sum has been received from the addressee.

*Explanation.*—Postal articles sent in accordance with the provisions of this section may be described as “value-payable” postal articles.

35. (1) The Governor-General in Council may make rules as to the transmission by post of value-payable postal articles. Power to make rules as to value-payable postal articles.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may—

- (a) declare what classes of postal articles may be sent as value-payable postal articles ;
- (b) direct that no postal article shall be so sent unless the sender declares that it is sent in execution of a *bond fide* order received by him ;
- (c) limit the value to be recovered on the delivery of any value-payable postal article ; and



(d) prescribe the form of declaration to be made by the senders of value-payable postal articles, and the time and manner of the payment of fees.

(3) Postal articles shall be made over to the Post Office for the purpose of being sent as "value-payable," and shall be delivered when so sent, at such times and in such manner as the Director-General may, by order, from time to time appoint.

Power to give effect to arrangements with other countries.

36. (1) Where arrangements are in force with the United Kingdom, or with any British possession, Native State or foreign country, for the transmission by post of registered, insured or value-payable postal articles between British India and the United Kingdom or such possession, State or country, the Governor-General in Council may make rules to give effect to such arrangements.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may prescribe—

(a) the form of declaration to be made by the senders of such postal articles as aforesaid; and

(b) the fees to be charged in respect thereof.

#### CHAPTER VII.—UNDELIVERED POSTAL ARTICLES.

Power to make rules as to disposal of undelivered postal articles.

37. (1) The Governor-General in Council may make rules as to the disposal of postal articles which for any reason cannot be delivered hereinafter referred to as "undelivered postal articles."

(2) In particular and without prejudice to the generality of the foregoing power, such rules may—

(a) prescribe the period during which undelivered postal articles at a post office shall remain in that office; and

(b) provide for the publication of lists of undelivered postal articles, or of any class of undelivered postal articles.

(3) Every undelivered postal article, after being detained at a post office for the period prescribed by rule under the foregoing provisions of this section, shall be either forwarded, free of further charge, to the post office at which it was posted, for return to the sender, or sent to the office of the Postmaster-General.

Disposal of undelivered postal articles at office of Postmaster-General.

38. (1) Every postal article received at the office of the Postmaster-General under sub-section 3 of section 37 shall be dealt with as follows:—

(a) if practicable, it shall be redirected and forwarded by post to the addressee; or,

(b) if it cannot be redirected and forwarded as aforesaid, it shall be opened by some officer, appointed by the Postmaster-General in this behalf and bound to secrecy, in order to ascertain the name and address of the sender.

(2) If the name and address of the sender are so ascertained, it shall be returned by post to the sender, free of further charge or subject to such further charge as the Governor-General in Council may, by rule, direct.

39. Undelivered postal articles which cannot be disposed of under the foregoing provisions shall be detained in the office of the Postmaster-General for such further period (if any), and shall be dealt with in such manner as the Governor-General in Council may, by rule, direct :

Final disposal of undelivered postal articles.

Provided that—

- (a) letters and postcards shall be destroyed ;
- (b) money or saleable property, not being of a perishable nature, found in any undelivered postal article, shall be detained for a period of one year in the office of the Postmaster-General, and, if on the expiration of that period no person has established his right thereto, shall, if money, be credited to the Post Office, and, if saleable property, be sold, the sale-proceeds being credited to the Post Office.

#### CHAPTER VIII.—SHIP LETTERS.

40. The master of a ship, not being a mail ship, about to depart from any port in British India to any port within or any port or place beyond, British India, shall receive on board any mail bag tendered to him by any officer of the Post Office for conveyance, granting a receipt therefor in such form as the Governor-General in Council may, by rule, prescribe, and shall, without delay, deliver the same at the port or place of destination.

Duty of master of ship departing from any port in British India and not being a mail ship to convey mail bags.

41. (1) The master of a ship arriving at any port in British India shall, without delay, cause every postal article or mail bag on board which is directed to that port and is within the exclusive privilege conferred on the Governor-General in Council by section 4 to be delivered either at the post office at that port or to some officer of the Post Office authorised in this behalf by the Postmaster-General.

Duty of master of ship arriving at any port in British India in respect of postal articles and mail bags on board.

(2) If there is on board any postal article or mail bag which is directed to any other place within British India and is within the exclusive privilege aforesaid, the master shall, without delay, report the fact to the officer in charge of the post office at the port of arrival and act according to the directions he may receive from such officer, and the receipt of such officer shall discharge him from all further responsibility in respect of the postal article or mail bag.

42. The Governor-General in Council may, by notification in the *Gazette of India*, declare what gratuities shall be allowed to masters of ships, not being mail ships, in respect of postal articles received by them for conveyance on behalf of the Post Office ; and the master of a ship, not being a mail ship, about to leave any port in British India as aforesaid shall, if he receives on board a mail bag for conveyance, be entitled to demand and obtain immediately the amount of the gratuity payable under this section in respect of the mail bag and its contents.

Allowance of gratuities for conveyance of postal articles by ships other than mail ships.

## CHAPTER IX.—MONEY ORDERS.

Power to maintain money order system and to make rule as to remittances there-  
by.

43. (1) The Governor-General in Council may provide for the remitting of small sums of money through the Post Office by means of money orders, and may make rules as to such money orders.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may prescribe—

- (a) the limit of amount for which money orders may be issued ;
- (b) the period during which money orders shall remain current ; and
- (c) the rates of commission or the fees to be charged on money orders or in respect thereof.

Power for remitter to recall money order or alter name of payee.

44. (1) Subject to such conditions as the Governor-General in Council may, by rules made under section 43, prescribe in respect of the levy of additional rates of commission or fees or any other matters, a person remitting money through the Post Office by means of a money order may require that the amount of the order, if not paid to the payee, be repaid to him, or be paid to such person other than the original payee as he may direct.

(2) If neither the payee nor the remitter of a money order can be found, and if within the period of one year from the date of the issue of the order no claim is made by such payee or remitter, the amount of such order shall not be claimable from the Government.

Power to provide for the issue of postal orders.

45. The Governor-General in Council may authorise the issue, in such form as may be suitable, of money orders, to be called postal orders, or by such other designation as may be deemed appropriate, for certain fixed amounts, and may make rules as to the rates of commission to be charged thereon, and the manner in which, and conditions subject to which, they may be issued, paid, and cancelled :

Provided that no such order shall be issued for an amount in excess of ten rupees.

Power to give effect to arrangements with other countries.

46. (1) Where arrangements are in force with the United Kingdom, or with any British possession, Native State or foreign country, for the issue and payment through the Post Office of money orders between British India and the United Kingdom or such possession, State or country, the Governor-General in Council may make rules to give effect to such arrangements.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may prescribe—

- (a) the manner in which and the conditions subject to which, such orders may be issued and paid in British India ; and
- (b) the rates of commission to be charged thereon.

Recovery of money order paid to the wrong person.

47. If any person, without reasonable excuse, the burden of proving which shall lie on him, neglects or refuses to refund—

- (a) any amount paid to him, in respect of a money order by an officer of the Post Office in excess of what ought to have been paid to him in respect thereof, or

- (b) the amount of a money order paid by an officer of the Post Office to him instead of to some other person to whom it ought to have been paid,

such amount shall be recoverable by an officer of the Post Office authorised by the Postmaster-General in this behalf from the person so neglecting or refusing as if it were an arrear of land-revenue due from him.

48. No suit or other legal proceeding shall be instituted against the Secretary of State for India in Council or any officer of the Post Office in respect of—

Exemption from liability in respect of money orders.

- (a) anything done under any rules made by the Governor-General in Council under this Chapter; or
- (b) the wrong payment of a money order caused by incorrect or incomplete information given by the remitter as to the name and address of the payee: provided that, as regards incomplete information, there was reasonable justification for accepting the information as a sufficient description for the purpose of identifying the payee; or
- (c) the payment of any money order being refused or delayed by or on account of any accidental neglect, omission or mistake, by, or on the part of, an officer of the Post Office, or for any other cause whatsoever other than the fraud or wilful act or default of such officer; or
- (d) any wrong payment of a money order after the expiration of one year from the date of the issue of the order.

#### CHAPTER X.—PENALTIES AND PROCEDURE.

##### *Offences by Officers of the Post Office.*

49. Whoever, being employed to carry or deliver any mail bag or any postal article in course of transmission by post,—

Penalty for misconduct of person employed to carry or deliver mail bags or postal articles.

- (a) is in a state of intoxication while so employed, or
- (b) is guilty of carelessness or other misconduct, whereby the safety of any such mail bag or postal article as aforesaid is endangered, or
- (c) loiters or makes delay in the conveyance or delivery of any such mail bag or postal article as aforesaid, or
- (d) does not use due care and diligence safely to convey or deliver any such mail bag or postal articles as aforesaid,

shall be punishable with fine which may extend to fifty rupees.

50. Whoever, being employed to carry or deliver any mail bag or any postal article in course of transmission by post, voluntarily withdraws from the duties of his office without permission or without having given one month's previous notice in writing, shall be punishable with imprisonment which may extend to one month, or with fine which may extend to fifty rupees, or with both.

Penalty for voluntary withdrawal from duty, without permission or notice of person employed to carry or deliver mail bags or postal articles.

Penalty for making false entry in register kept by person employed to carry or deliver postal articles.

51. Whoever, being employed to carry or deliver any postal article in course of transmission by post and required while so employed to keep any register, makes, or causes, or suffers to be made, any false entry in the register with intent to induce the belief that he has visited a place, or delivered a postal article, which he has not visited or delivered, shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to one hundred rupees, or with both.

Penalty for theft, dishonest misappropriation, secretion, destruction or throwing away of postal articles.

52. Whoever, being an officer of the Post Office, commits theft in respect of, or dishonestly misappropriates, or, for any purpose whatsoever, secretes, destroys, or throws away, any postal article in course of transmission by post or anything contained therein, shall be punishable with imprisonment for a term which may extend to seven years, and shall also be punishable with fine.

Penalty for opening, detaining, or delaying postal articles.

53. Whoever, being an officer of the Post Office, contrary to his duty, opens, or causes or suffers to be opened, any postal article in course of transmission by post, or wilfully detains or delays, or causes or suffers to be detained or delayed, any such postal article, shall be punishable with imprisonment for a term which may extend to two years, or with fine, or with both :

Provided that nothing in this section shall extend to the opening, detaining, or delaying of any postal article under the authority of this Act, or in obedience to the order in writing of the Governor-General in Council or the direction of a competent Court.

Penalty for fraud in connection with official marks and for receipt of excess postage.

54. Whoever, being an officer of the Post Office,—

- (a) fraudulently puts any wrong official mark on a postal article, or
- (b) fraudulently alters, removes, or causes to disappear, any official mark which is on a postal article, or
- (c) being entrusted with the delivery of any postal article, knowingly demands or receives any sum of money in respect of the postage thereof which is not chargeable under this Act,

shall be punishable with imprisonment for a term which may extend to two years, and shall also be punishable with fine.

Penalty for fraudulently preparing, altering, secreting, or destroying Post Office documents.  
Penalty for fraudulently sending unpaid postal articles.

55. Whoever, being an officer of the Post Office entrusted with the preparing or keeping of any document, fraudulently prepares the document incorrectly, or alters, or secretes, or destroys the document, shall be punishable with imprisonment for a term which may extend to two years, and shall also be punishable with fine.

56. Whoever, being an officer of the Post Office, sends by post, or puts into any mail bag, any postal article upon which postage has not been paid or charged in the manner prescribed by this Act, intending thereby to defraud the Government of the postage on such postal article, shall be punishable with imprisonment for a term which may extend to two years, and shall also be punishable with fine.

57. (1) Whoever, being an officer of the Post Office, employed in any place in India beyond the limits of British India in which posts are established by the Governor-General in Council, or being appointed to sell postage stamps in any such place, commits therein an offence punishable under this Act, shall be punishable either in the place where the offence was committed by any Court or officer duly empowered by the Governor-General in Council to take cognizance of offences committed in that place, or in any part of British India by any Court of competent jurisdiction as if the offence had been committed in that part.

Punishment  
of offences  
committed in  
India outside  
British India.

V of 1898.

(2) The provisions of section 188 of the Code of Criminal Procedure, 1898, shall not apply to any offence referred to in this section.

### *Other Offences.*

58. (1) Whoever—

Penalty for  
contravention  
of section 4.

- (a) conveys, otherwise than by post, a letter within the exclusive privilege conferred on the Governor-General in Council by section 4, or
- (b) performs any service incidental to conveying, otherwise than by post, any letter within the exclusive privilege aforesaid, or
- (c) sends, or tenders or delivers in order to be sent, otherwise than by post, a letter within the exclusive privilege aforesaid, or
- (d) makes a collection of letters excepted from the exclusive privilege aforesaid for the purpose of sending them otherwise than by post,

shall be punishable with fine which may extend to fifty rupees for every such letter.

(2) Whoever, having already been convicted of an offence under this section, is again convicted thereunder, shall, on every such subsequent conviction, be punishable with fine which may extend to five hundred rupees.

59. (1) Whoever, in contravention of the provisions of section 5, carries, receives, tenders, or delivers letters, or collects letters, shall be punishable with fine which may extend to fifty rupees for every such letter.

Penalty for  
contravention  
of section 5.

(2) Whoever, having already been convicted of an offence under this section, is again convicted thereunder, shall on every such subsequent conviction, be punishable with fine which may extend to five hundred rupees.

60. Whoever, being appointed to sell postage stamps,—

Penalty for  
breach of  
rules under  
section 16.

- (a) takes from any purchaser for any postage stamp or quantity of postage stamps a price higher than that fixed by any rule made under section 16, sub-section (3), clause (a), shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to two hundred rupees, or with both; or
- (b) commits a breach of any other rule made under section 16, shall be punishable with fine which may extend to two hundred rupees.

Penalty for contravention of section 19 or 20.

61. (1) Whoever, in contravention of the provisions of section 19 or section 20, sends or tenders or makes over in order to be sent by post any postal article or anything, shall be punishable with imprisonment for a term which may extend to one year, or with fine, or with both.

(2) The detention in the Post Office of any postal article on the ground of its having been sent in contravention of the provisions of section 19 or section 20, shall not exempt the sender from any proceedings which might have been taken if the postal article had been delivered in due course of post.

Penalty for defiling or injuring post office letter-boxes.

62. Whoever, places in or against any letter-box provided by the Post Office for the reception of postal articles any fire, match, or light, any explosive, dangerous, filthy, noxious, or deleterious substance, or any fluid, or commits a nuisance in or against any such letter-box, or does anything likely to injure any such letter-box or its appurtenances or contents, shall be punishable with imprisonment for a term which may extend to one year, or with fine, or with both.

Penalty for affixing without authority thing to, or painting, tarring or disfiguring, post office or post office letter-box.

63. Whoever, without due authority, affixes any placard, advertisement, notice, list, document, board or other thing in or on, or paints, tars, or in any way disfigures any post office or any letter-box provided by the Post Office for the reception of postal articles, shall be punishable with fine which may extend to fifty rupees.

Penalty for making false declaration.

64. Whoever, being required by this Act to make a declaration in respect of any postal article to be sent by post, or the contents of value thereof, makes in his declaration any statement which he knows, or has reason to believe, to be false, or does not believe to be true, shall be punishable with fine which may extend to two hundred rupees, and, if the false declaration is made for the purpose of defrauding the Government, with fine which may extend to five hundred rupees.

Penalty for master of ship failing to comply with the provisions of section 40 or 41.

65. Whoever, being the master of a ship,—

(a) fails to comply with the provisions of section 40, or,

(b) without reasonable excuse, the burden of proving which shall lie on him, fails to deliver any postal article or mail bag, or to comply with the directions of the officer in charge of the post office at a port of arrival, as required by section 41,

shall be punishable with fine which may extend to one thousand rupees.

Penalty for detention of letters on board vessel arriving in port.

66. (1) Whoever, being either the master of a ship arriving at any port in British India or any one on board, knowingly has in his baggage or in his possession or custody, after the postal articles on board or any of them have been sent to the post office at the port of arrival, any postal article within the exclusive privilege conferred on the Governor-General in Council by section 4, shall be punishable with fine which may extend to fifty rupees for every such postal article as aforesaid.

(2) Whoever, being such master or other person as aforesaid, detains any such postal article, as aforesaid after demand made for it by an officer of the Post Office, shall be punishable with fine which may extend to one hundred rupees for every such postal article.

67. Whoever, except under the authority of this Act or in obedience to the order in writing of the Governor-General in Council or the direction of a competent Court, detains the mails or any postal article in course of transmission by post, or on any pretence opens a mail bag in course of transmission by post, shall be punishable with fine which may extend to two hundred rupees :

Penalty for detaining mails or opening mail bag.

V of 1898. Provided that nothing in this section shall prevent the detention of an officer of the Post Office carrying the mails or any postal article in course of transmission by post, on a charge of having committed an offence declared to be cognizable by the Code of Criminal Procedure, 1898, or any other law for the time being in force.

68. Whoever fraudulently retains, or wilfully secretes or makes away with, or keeps or detains, or, when required by an officer of the Post Office, neglects or refuses to deliver up, any postal article in course of transmission by post which ought to have been delivered to any other person, or a mail bag containing a postal article, shall be punishable with imprisonment for a term which may extend to two years, and shall also be punishable with fine.

Penalty for retaining postal article wrongly delivered or mail bags.

69. Whoever, not being an officer of the Post Office, wilfully and maliciously, with intent to injure any person, either opens or causes to be opened any letter which ought to have been delivered, or does any act whereby the due delivery of a letter to any person is prevented or impeded, shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both :

Penalty for unlawfully diverting letters.

Provided that nothing in this section shall apply to a person who does any act to which the section applies, if he is a parent, or in the position of a parent or guardian, of the addressee, and the addressee is a minor or a ward.

#### General.

70. Whoever abets the commission of any offence punishable under this Act, or attempts to commit any offence so punishable, shall be punishable with the punishment provided for that offence. 1

Penalty for abetting, or attempting to commit, offences under Act.

71. In every prosecution for an offence in respect of a mail bag or of any postal article sent by post, it shall be sufficient, for the purpose of the charge, to describe the mail bag or postal article as being the property of the Post Office, and it shall not be necessary to prove that the mail bag or postal article was of any value.

Property in cases of offences to be laid in the Post Office.

72. No Court shall take cognizance of an offence punishable under any of the provisions of sections 51, 53, 54, clauses (a) and (b), 55, 56, 58, 59, 61, 64, 65, 66, and 67 of this Act, unless upon complaint made by order of, or under authority from, the Director-General or a Postmaster-General.

Authority for prosecution under certain sections of Act.

#### CHAPTER XI.—SUPPLEMENTAL.

73. (1) The Governor-General in Council may make rules for the management of any zamindari or other district post.

Zamindari and other district post.



(2) In particular and without prejudice to the generality of the foregoing power, such rules may declare what portions of this Act shall be applicable to zamindari and other district posts and to the persons employed in connection therewith.

General power to make rules and provisions as to rules under Act. 74. (1) In addition to the powers hereinbefore conferred, the Governor-General in Council may make rules to carry out any of the purposes and objects of this Act.

(2) In making any rule under this Act, the Governor-General in Council may direct that a breach of it shall be punishable with fine which may extend to fifty rupees.

(3) All rules made by the Governor-General in Council under this Act shall be published in the *Gazette of India* and, on such publication, shall have effect as if enacted by this Act.

Delegation of powers other than rule-making powers, to Director-General. Repeal. 75. The Governor-General in Council may, by notification in the *Gazette of India*, authorise, either absolutely or subject to conditions, the Director-General to exercise any of the powers conferred upon the Governor-General in Council by this Act, other than a power to make rules.

76. The enactments mentioned in the second schedule are repealed to the extent specified in the fourth column thereof.

Saving. 77. Nothing in this Act shall derogate from or affect the provisions of the East India Company Act, 1780, or any enactment amending or extending the same. <sup>21 Geo. 3. c. 70.</sup>

## THE FIRST SCHEDULE.

### INLAND POSTAGE RATES.

(See section 7.)

#### LETTERS.

For a weight not exceeding half a tola . . . . .	Half an anna.
For a weight not exceeding one tola . . . . .	One anna.
For every tola or fraction thereof exceeding one tola . . . . .	One anna.

#### POSTCARDS.

Single . . . . .	Quarter of an anna.
Reply . . . . .	Half an anna.

#### BOOK, PATTERN AND SAMPLE PACKETS.

For every ten tolas or fraction thereof . . . . .	Half an anna.
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#### NEWSPAPERS.

For a weight not exceeding three tolas . . . . .	Quarter of an anna.
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#### REGISTERED NEWSPAPERS.

For a weight not exceeding twenty tolas . . . . .	Half an anna.
For every twenty tolas or fraction thereof exceeding twenty tolas . . . . .	Half an anna.

#### PARCELS.

For a weight not exceeding twenty tolas . . . . .	Two annas.
For a weight not exceeding forty tolas . . . . .	Four annas.
For every additional forty tolas or fraction thereof exceeding forty tolas . . . . .	Four annas.

## THE SECOND SCHEDULE.

## ENACTMENTS REPEALED.

*(See section 76.)*

Year.	No.	Short Title.	Extent of Repeal.
1866	XIV	The Indian Post Office Act, 1866 . . .	The whole.
1882	III	The Seditious Publications Act, 1882 . .	So much as is unrepealed.
1895	III	The Indian Criminal Law Amendment Act, 1895.	Section 7.
1896	XVI	The Indian Post Office Act (1866) Amendment Act, 1896.	The whole.
1897	XIV	The Indian Short Titles Act, 1897 . . .	So much as relates to Act XVI of 1896.

## ACT No. II OF 1903.

*(An Act to amend the Indian Post Office Act, 1898.)*

WHEREAS it is expedient to amend the Indian Post Office Act, 1898; it is hereby enacted as follows:—

I. This Act may be called the Indian Post Office (Amendment) Act, 1903.

II. At the end of clause (b) of section 2 of the Indian Post Office Addition to Act VI of Act, 1898, the following should be added, 1898, section 2, clause (b). namely:—

“Provided that the expression ‘inland’ shall not apply to any class of postal articles which may be specified in this behalf by the Governor-General in Council by notification in the *Gazette of India*, when posted in or at or addressed to any places or post office which may be described in such notification.”

## APPENDIX No. 2.

### Notifications issued by the Governor-General in Council under, or in connection with, the Indian Post Office Act, 1898.

Government of India, Department of Commerce and Industry Notification No. 7397—225, dated Simla, the 5th August 1908 (published in the *Gazette of India*, of the 8th August 1908).

In exercise of the powers conferred by the Indian Post Office Act, 1898 (VI of 1898), and in supersession of all existing notifications under that Act or the Indian Post Office Act, 1866 (XIV of 1866), the Governor-General in Council is pleased to issue the following rules and orders :—

#### PART I.—RATES OF POSTAGE.

##### I.—INLAND POSTAL ARTICLES.

1. The following rates of postage shall be chargeable on postal articles where the postage is prepaid :—

##### *Letters.*

For a letter not exceeding one tola in weight . . .	Half an anna.
For a letter exceeding one tola but not exceeding ten tolas in weight . . .	One anna.
For every additional ten tolas or part of that weight . . .	One anna.

##### *Postcards.*

For a single postcard . . .	One-quarter of an anna.
For a reply postcard . . .	Half an anna, that is, one-quarter of an anna for each portion of the reply postcard.

##### *Book, pattern and sample packets.*

For every ten tolas or part of that weight . . .	Half an anna.
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*Registered newspapers.*

For a newspaper not exceeding six tolas in weight . . .	One-quarter of an anna.
For a newspaper exceeding six tolas but not exceeding twenty tolas in weight . . .	Half an anna.
For every additional twenty tolas or part of that weight . . .	Half an anna.

*Parcels.**(a) Parcels not exceeding 440 tolas in weight—*

For a parcel not exceeding forty tolas in weight . . .	Two annas.
For every additional forty tolas or part of that weight . . .	Two annas.

*(b) Parcels exceeding 440 tolas in weight—*

For a parcel exceeding 440 tolas, but not exceeding 480 tolas in weight . . .	Three rupees.
For every additional forty tolas or part of that weight . . .	Four annas.

NOTE.—The expression "Inland" shall not apply to postal articles other than parcels and official articles when—

(a) posted in British India and addressed to any of the undermentioned places for which post offices have been established by the Governor-General in Council beyond the limits of British India, namely:—

- |                  |              |
|------------------|--------------|
| (1) Bagdad.      | (4) Bushire. |
| (2) Bandar-Abas. | (5) Jask.    |
| (3) Busrah.      | (6) Linga.   |
| (7) Mohammerah.  |              |

(b) posted at any of the post offices established by the Governor-General in Council at those places and addressed to any other of those places or to any place in British India.

On such articles the following rates of postage shall be chargeable when the postage is prepaid:—

*Letters.*

For a letter not exceeding one ounce in weight. . .	Two-and-a-half annas.
For every additional ounce or part of that weight . . .	One-and-a-half annas.

*Postcards.*

For a single postcard . . . . .	One anna.
For a reply postcard . . . . .	Two annas.

*Printed Papers (including newspapers and books).*

For a packet not exceeding two ounces in weight . . .	Half an anna.
For every additional two ounces or part of that weight . . . . .	Half an anna.

*Business Papers (legal and commercial documents).*

For a packet not exceeding ten ounces in weight . . . Two-and-a-half annas.  
 For every additional two ounces or part of that weight . . . . . Half an anna.

*Samples.*

For a packet not exceeding four ounces in weight . . . One anna.  
 For every additional two ounces or part of that weight . . . . . Half an anna.

2. The following rates of postage shall be chargeable on the delivery of postal articles where the postage is not prepaid or is insufficiently prepaid :—

On an unpaid letter, postcard of private manufacture or packet . . . . . Double the prepaid rate.  
 On an insufficiently paid letter or packet . . . . . Double the deficiency.  
 On an insufficiently paid reply postcard of private manufacture . . . . . Double the prepaid rate on the half for which the postage is not prepaid.

## II.—FOREIGN POSTAL ARTICLES.

3. The following are declared to be the rates of postage chargeable on postal articles where the postage is prepaid :—

*Letters.*

(1) *For the United Kingdom and the following British Possessions and Protectorates :—*

Antigua.	Cape Colony.
Ascension.	Cayman Islands.
Australia (including the States of New South Wales, Queensland, South Australia, Tasmania, Victoria and Western Australia; also British New Guinea and Norfolk Island).	Cyprus.
Bahamas.	Dominica.
Barbados.	Falkland Islands.
Basutoland.	Fanning Islands.
Bechuanaland Protectorate.	Fiji.
Bermuda.	Gambia.
British Bechuanaland.	Gibraltar.
British Central Africa.	Gold Coast.
British East Africa and Uganda.	Grenada.
British Guiana.	Hong Kong.
British Honduras.	Jamaica.
British North Borneo.	Labuan.
British Somaliland.	Lagos.
Canada.	Malay States (Federated).
	Malta.
	Mauritius.
	Montserrat.
	Morocco (British Post Office Agencies).

Natal.  
 Nevis.  
 Newfoundland.  
 New Zealand (with Cook Islands).  
 Nigeria (Northern and Southern).  
 Orange River Colony.  
 Rhodesia.  
 St. Helena.  
 St. Kitts.  
 St. Lucia.  
 St. Vincent.

Sarawak.  
 Seychelles.  
 Sierra Leone.  
 Straits Settlements.  
 Tobago.  
 Tortola.  
 Transvaal.  
 Trinidad.  
 Tristan d'Acunha.  
 Turks and Caicos Islands.  
 Zanzibar.

(2) *For Egypt (including the Soudan)—*

For a letter not exceeding one  
 ounce in weight . . . . One anna.

For every additional ounce or part  
 of that weight . . . . One anna.

*For any other part of the world served by the Foreign Post with the exception of Ceylon and Portuguese India—*

For a letter not exceeding one  
 ounce in weight . . . . Two-and-a-half annas.

For every additional ounce or part  
 of that weight . . . . One-and-a-half annas.

*For Ceylon* . . . . Indian inland rates.

*For Portuguese India* . . . . Indian inland rates.

*Postcards.*

*For any part of the world served by the Foreign Post with the exception of Ceylon and Portuguese India—*

For a single postcard . . . . One anna.

For a reply postcard . . . . Two annas.

*For Ceylon* . . . . Indian inland rates.

*For Portuguese India* . . . . Indian inland rates.

*Printed papers (including newspapers and books).*

*For any part of the world served by the Foreign Post with the exception of Ceylon and Portuguese India—*

For a packet not exceeding two ounces  
 in weight . . . . Half an anna.

For every additional two ounces or  
 part of that weight . . . . Half an anna.

*For Ceylon* . . . . Indian inland rates.

*For Portuguese India* . . . . Indian inland rates.

*Business papers (legal and commercial documents).*

*For any part of the world served by the Foreign Post with the exception of Ceylon and Portuguese India—*

For a packet not exceeding ten ounces	
in weight . . . . .	Two-and-a-half annas.
For every additional two ounces or part	
of that weight . . . . .	Half an anna.
<i>For Ceylon</i> . . . . .	Indian inland rates.
<i>For Portuguese India</i> . . . . .	Indian inland rates.

*Samples.*

*For any part of the world served by the Foreign Post with the exception of Ceylon and Portuguese India—*

For a packet not exceeding four ounces	
in weight . . . . .	One anna.
For every additional two ounces or part	
of that weight . . . . .	Half an anna.
<i>For Ceylon</i> . . . . .	Indian inland rates.
<i>For Portuguese India</i> . . . . .	Indian inland rates.

*Registered newspapers.*

<i>For Ceylon</i> . . . . .	Indian inland rates.
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*Parcels.*

The Director-General shall, from time to time, declare in the *Indian Postal Guide* the countries and places to which parcels may be transmitted by the Foreign post, and the rates of postage chargeable in each case.

In the case of Ceylon the Indian inland rates of postage shall be applicable, provided that prepayment of postage, and registration, shall be compulsory.

4. The following are declared to be the rates of postage chargeable on the delivery of postal articles, other than parcels received by the Foreign post, where the postage is not prepaid or is insufficiently prepaid :—

When the postage is not prepaid . . . . .	Double the prepaid rate.
When the postage is insufficiently prepaid . . . . .	Double the deficiency.

## PART II.—MAIN CONDITIONS OF TRANSMISSION BY POST OF POSTAL ARTICLES.

### I.—INLAND POSTAL ARTICLES.

#### (a) *Postcards.*

5. Single and reply cards of private manufacture, with or without adhesive postage stamps affixed thereto in payment of postage, may be transmitted by post as postcards :

Provided that—

(a) as regards size, they are not more than  $5\frac{1}{2}$  by  $3\frac{1}{2}$  inches or less than  $4\frac{1}{4}$  by 3 inches, and

(b) as regards substance, they are neither thinner nor more flexible than the inland postcards issued by the Post Office.

6. All reply postcards of private manufacture shall display the title "Postcard" on the address-side, but this title is not obligatory for single cards of private manufacture. Reply-halves of reply-paid cards shall bear the words "Postcard" and "Reply." Whatever is printed on the address-side of the inland or international official postcards issued by the Post Office is also permissible on the address-side of cards of private manufacture.

(a) A postcard shall not be folded, cut, or otherwise altered, except that the impressed postage stamp (if any) may be perforated with initials; nor may a postcard be enclosed in a cover of any kind.

(b) The right-hand half of the address-side of a postcard is in all cases reserved for the address of the recipient, for the postage stamp necessary for prepayment, which should, so far as possible, be affixed in the upper right-hand corner, and for postal directions (such as "Registered," "Acknowledgment due," "Stamped," "Local," etc.), but the left-hand half of the address-side, as well as the back, may be used by the sender for the purpose of a written communication, or may be otherwise disposed of, subject to the restrictions mentioned in sub-rule (2) of this rule.

NOTE.—A small space marked off by fine lines or minute dots to indicate the place where the postage stamp should be affixed is allowed on the upper right-hand corner of the address-side of postcards.

(2) Nothing shall be attached to a postcard except—

(a) stamps in payment of postage or stamp duty;

(b) a gummed label [not to exceed 2 inches (in length) and  $\frac{3}{4}$  inch (in width)], bearing the name and address of the person to whom the card is sent;

(c) a similar label, bearing the name and address of the sender of the card; and

(d) engravings, illustrations, drawings, and photographs on very thin paper and completely adherent to the card.

The articles specified in paragraphs (c) and (d) may be affixed either to the back or the left-hand half of the address-side.

(3) The reply-halves of reply-paid cards cannot be registered by the original senders of such cards.

7. Should any of the conditions imposed by rules 5 and 6 be infringed, the postcard shall be treated as a letter.



(b) *Book packets.*

8. A book packet may contain any of the following articles :—

- (a) newspapers and publications of all kinds ; books, whether blank or printed ; engravings ; photographs, drawings, plans, maps, printed music, and proof sheets with or without the manuscript relating thereto ; blank paper, parchment or card-board ; and, generally, anything on paper, parchment or card-board which is printed, engraved, lithographed, papyrographed, or produced by any other mechanical process easy to recognise, except the copying press and the type-writer :

Provided that no card bearing the heading " Postcard " shall be allowed to be transmitted open by post as a book packet ;

- (b) business papers, written or drawn wholly or partly by hand, not being of the nature of a letter or having the character of a personal communication, such as deeds, bills of lading, invoices, accounts, proposals and policies of assurance, powers-of-attorney, licenses, statistical returns submitted by or to public officers in their official capacities and manuscript of all kinds, including manuscript music, not being of the nature of personal correspondence ;
- (c) written letters of old date which have previously passed through the post and served their original purpose ;
- (d) reproductions of a manuscript or type-written original obtained by mechanical process of polygraphy (chromography, mimeography, etc.), provided they are handed in at the post office counter and number at least 20 copies precisely identical ;
- (e) circulars, i.e., printed notices and printed letters, provided they contain nothing in writing except (a) corrections of press errors, (b) the date of despatch and the name and address and description of the sender, and the name of the addressee, and (c) the place, date, and hour, when the circular is a notice of meeting, or appointment, and in the case of a notice of meeting the objects of the meeting.

(2) With any of the abovementioned articles may be sent anything that is necessary for their safe transmission through the post, such as rollers, etc., and with any of the articles mentioned in clause (a) may be sent any legitimate binding, mounting, or covering, loose or attached, and anything that ordinarily appertains to such articles, as pens and pencils in the case of a pocket-book, photographs in the case of a photograph-book, and card-plates in the case of visiting cards.

(3) Manuscript for the press shall not be reckoned as having the character of personal correspondence within the meaning of clause (b), and may be sent as a book packet.

9. No communication of the nature of a letter, or having the character of a personal communication, shall be enclosed with, or written upon, the contents of a book packet:

Provided that nothing in this rule shall be held to prohibit inscriptions or entries stating who the sender is or to whom the articles are to be given, or to prohibit purely complimentary greetings from being entered, in writing or otherwise, on Christmas, New Year and Birthday cards and similar articles.

10. A book packet shall not contain "paper-money," which for the purposes of this rule includes unobliterated postage or other stamps, currency notes, hundies, cheques, bank-notes, bankpost bills, bills of exchange, and all orders or authorities for the payment of money.

*Explanation.*—This rule shall not apply to a book packet containing a stamped and addressed envelope, postcard, or wrapper, forwarded by the sender of the packet in order that such envelope, card, or wrapper may be returned through the post to the sender or sent to some other person designated by him.

11. The dimensions of a book packet, which may be of any shape, shall not exceed two feet in length by one foot in width and one foot in depth. When, however, the packet is in the form of a roll, the length shall not exceed thirty inches:

Provided that, if the length exceeds twenty-four inches (two feet) the diameter shall not exceed four inches.

12. A book packet shall be posted without a cover, or with a cover entirely open at both ends, or in an unfastened envelope or in a cover which can be easily removed so as to admit of a ready examination of the contents. The ends of the packet, however, may be tied with string.

*Illustration.*—A closed envelope notched at the sides or ends does not admit of a ready examination of its contents, and does not, therefore, fulfil the conditions prescribed by this rule.

13. If a book packet is found to contain anything not permitted by the rules, or to be in excess of the prescribed size, or to be packed in a manner not in accordance with the rules, it shall be charged on delivery with letter or parcel postage, whichever may be less. Any postage stamps that may be affixed to it shall, however, be recognised in assessing the charge.

(c) *Pattern packets.*

14. A pattern packet may contain *bonâ fide* trade patterns or samples of merchandise not having any saleable value, together with, or without, any matter which may be sent as a book packet. There shall be no writing upon or in a pattern packet, except the name and address of the sender, the name and address of the person for whom it is intended, a trade mark, numbers, prices, and indications as to the weight, size or quantity to be disposed of.

(2) Objects of natural history, dried or preserved animals and plants, geological specimens and other similar objects shall also be admitted to transmission by post at the rates of postage for pattern packets, provided that they are not sent for a commercial purpose, and that they are packed in the manner prescribed for pattern packets generally.

15. The dimensions of a pattern packet shall not exceed two feet in length by one foot in width and one foot in depth ; and the weight shall not exceed eighty tolas.

16. A pattern packet shall be posted without a cover, or with a cover open at both ends, or in an unfastened envelope or other cover which can be easily removed so as to admit of a ready examination of the contents.

(2) Samples of seeds, drugs and other articles which cannot be sent in unfastened or removeable envelopes may be sent enclosed in boxes or bags, provided that they are fastened in such a way that they can be easily opened : they may also be sent in air-tight cases when necessary, provided that the nature of the contents is certified on the cover under the full signature and address of the sender.

(3) Articles of glass shall be securely packed (in boxes of metal, wood, leather or card-board) in such a way as to prevent all risk of injury to the mails or to the officers of the Post Office

(4) Liquids, oils and fatty substances easily liquefied shall be enclosed in glass bottles hermetically sealed. Each bottle shall be placed in a wooden box furnished with saw-dust, cotton, or some spongy material in sufficient quantity to absorb the liquid in case the bottle be broken. Finally, the box itself shall be enclosed in a case of metal, or of wood with a screw top, or of strong and thick leather.

*Explanation.*—When use is made of perforated wooden blocks of the thickness of at least  $\frac{1}{16}$ th of an inch in the weakest part, with a sufficient quantity of absorbent material inside and provided with a cover, the blocks need not be enclosed in a second case.

(5) Fatty substances which are not easily liquefied, such as ointments, soft soaps, resins, etc., shall be enclosed in an inner cover (box, bag of linen or parchment, etc.) which shall itself be placed in a second box of wood, metal or strong and thick leather.

(6) Dry powders, whether dyes or not, shall be placed in card-board boxes, which themselves shall be enclosed in a bag of linen or parchment.

(7) Live bees shall be enclosed in boxes so constructed as to prevent all danger and to allow the contents to be ascertained.

17. If a pattern packet is found to contain anything not permitted by the rules, or to be in excess of the prescribed size or weight, or to be packed in a manner not in accordance with the rules, it shall be charged on delivery with letter or parcel postage, whichever may be less. Any postage stamps that may be affixed to it shall, however, be recognised in assessing the charge.

(2) If a packet containing samples of any of the articles mentioned in clauses (3) to (7) of rule 16 is not packed in the manner prescribed therein it shall not be forwarded.

(d) *Registered newspapers.*

18. Newspapers as defined in section 9 of the Indian Post Office Act, 1898 (hereinafter referred to as "the Act"), shall be transmitted by post as regis-

tered newspapers, provided that they are posted in accordance with the following conditions :—

- (a) The newspaper shall be registered in the office of the Postmaster-General, or officer exercising the powers of the Postmaster-General, of the postal circle in which it is published. Such registration shall cease to have effect at the close of the calendar year following that in which it was effected, and must be renewed if a continuance of the privilege conferred by the system beyond that time is desired.
  - (b) The postage shall be prepaid by postage stamps.
  - (c) The newspapers shall bear in print immediately above the address the word "Registered" followed by the registration-number which shall be assigned to it by the Postmaster-General or other officer referred to in condition (a).
  - (d) The newspaper shall be posted at the place of publication by the proprietor, manager, or publisher.
  - (e) The newspaper shall be posted without a cover or in a short cover open at the ends.
  - (f) There shall be no word printed on the newspaper after its publication or upon the cover (if any) thereof, nor shall any writing or mark be made upon it or upon the cover (if any) thereof, except the name and address of the person to whom it is sent, and, if desired, the name and address of the newspaper, or of the sender.
  - (g) There shall be no paper or thing enclosed in or with any such newspaper other than an extra or supplement as specified in section 9 of the Act.
- (2) Nothing in this rule shall be held to prevent newspapers being transmitted by post, either singly or otherwise, at the rates, and under the conditions prescribed for book packets.

(c) *Parcels.*

19. A parcel may contain one (but shall not contain more than one) written communication of the nature of a letter, or having the character of a personal communication :

Provided that the communication shall be addressed only to the addressee of the parcel itself.

20. A parcel shall not exceed 440 tolas in weight, unless it is registered, in which case the weight shall not exceed 25 seers (2,000 tolas). A parcel shall not be of a kind which, owing to size, shape, manner of packing, or any other cause, cannot be carried by post without serious inconvenience or risk.

21. A parcel shall be packed and enclosed in a reasonably strong case, wrapper, or cover, fastened in a manner calculated to preserve the contents from loss or damage in the post, to prevent any tampering therewith, and to protect other postal articles from being damaged in any way thereby.

(2) Liquids and substances which liquefy easily shall be despatched in a double receptacle. Between the first receptacle (bottle, flask, pot, box, etc.) and the second (which shall be a box of metal or of strong wood) some space shall be left to be filled with saw-dust, bran, or some other absorbing material.

(3) Live bees shall be enclosed in suitable cases and so packed as to prevent all risk of injury to other postal articles in course of transmission by post or to officers of the Post Office.

22. Human and other viscera may be transmitted by post to Chemical Examiners for analysis subject to the following conditions :—

- (a) The suspected *viscus* or other material to be sent for examination shall be enclosed in a glass bottle or jar, fitted with a stopper or sound cork.
- (b) Great care shall be taken that the stopper or cork of the bottle fits tightly. This precaution is specially necessary when alcohol is used as a preservative ; in such cases a ring of bee's wax or candle-wax shall be placed round the lip of the bottle so as to cover the shoulder of the stopper. The stopper shall be carefully fastened down with bladder or leather and sealed.
- (c) The glass bottle or jar shall then be placed in a strong wooden or tin box, which shall be large enough to allow of a layer of raw cotton, at least three-fourths of an inch thick, being placed between the bottle or jar and the box.
- (d) The box itself shall be encased in cloth, which shall be securely closed and sealed. The seals shall be at intervals not exceeding three inches along each seam. All the seals shall be of the same kind of wax and shall bear distinct impressions of the same device. The device shall not be that of a current coin or merely a series of straight, curved or crossed lines.

23. Cultures or other articles known or believed to contain the living germs of plague may be transmitted by the Inland post subject to the following conditions :—

- (a) Such cultures or other articles aforesaid shall not be accepted for transmission unless they are sent by a Commissioned Medical Officer, a Military Assistant Surgeon or a Medical Practitioner in possession of a qualification not lower than that of L.M.S. of the University of Calcutta, the Punjab, Madras or Bombay, or by a person specially permitted by the Governor-General in Council or a Local Government to send such cultures or other articles ; nor unless they are consigned to a Government Laboratory, or to a person specially permitted by the Governor-General in Council, or a Local Government, to receive such cultures or other articles.
- (b) The cultures or other articles aforesaid shall be securely packed in a hermetically closed tin of adequate strength which shall be placed in a strong outer box of wood or tin with a layer of at least three-quarters of an inch of raw cotton-wool between the inner and outer case.

- (c) The outer case shall be enclosed in a stout cloth, which shall be securely fastened and sealed and labelled with such distinguishing inscription as will suffice to make immediately manifest the nature of the contents.
- (d) The sender shall present the parcel at the post office accompanied by a declaration as to the nature of its contents, and a certificate signed by himself to the effect that he has advised the addressee of its despatch and that such addressee, if the parcel should not be addressed to a Government Laboratory, has been specially permitted by the Governor-General in Council, or a Local Government to receive such cultures or other articles. The certificate, moreover, shall show on its face that the sender is a person, authorised within the meaning of clause (a) of this rule to send such cultures or other articles.

(2) No parcel other than those referred to in the above rule shall be accepted for transmission by post, when tendered at a post office within a plague-infected area, unless it bears upon its cover or upon a label to be attached to the parcel a declaration, signed by the sender of the parcel, to the following effect :—

“ This parcel does not contain any soiled linen, rags or waste paper.”

24. The postage on a parcel shall be fully prepaid by means of postage stamps which shall be affixed either to the cover of the parcel or to an official label which can be obtained free at the post office. In either case, the sender or his messenger shall affix the stamps himself, postal officials being strictly forbidden to affix them.

25. Every parcel intended for transmission by post shall be presented at the window of the Post Office. Any parcel found in a letter-box shall be treated and charged as a registered parcel.

(2) If a parcel containing any of the articles mentioned in clauses (2) and (3) of rule 21 is not packed in the manner prescribed therein, it shall not be forwarded.

(f) *Re-direction of postal articles.*

26. A postal article re-directed to any place served by the Inland post by an officer of the Post Office or by an agent of the addressee after its delivery shall be transmitted by post free of charge in respect of such further transmission :

Provided that—

- (a) in the case of an unregistered article re-directed by an agent of the addressee,—the article has not been opened and has been either returned to the postman or re-posted at the place of delivery ; and
- (b) in the case of a registered article re-directed by an agent of the addressee,—the article has not been opened and has been returned to the postman at the place of delivery with the receipt unsigned.

(2) Where a postal article is re-directed to any place under the first paragraph of this rule, the postmaster at such place may, if authorised by a general or special order in this behalf issued by the Postmaster-General, require the addressee of the re-directed article to give, at the time of delivery, a receipt for such article.

27. A postal article re-posted after having been opened, or re-posted at any place other than the place at which it was delivered, shall be treated as a postal article posted for the first time, and charged with postage accordingly. A registered article of which delivery has been taken can be re-posted only under the conditions prescribed for the posting of registered articles for the first time, except that no fresh charge shall be made on account of postage if the article has not been opened.

## II.—FOREIGN POSTAL ARTICLES.

28. The Director-General shall, from time to time, notify in the *Indian Postal Guide* the conditions in force for the transmission of postal articles by the Foreign post :

Provided that the rules relating to inland registered newspapers shall be deemed to apply in the case of newspapers sent to Ceylon.

29. Every postal parcel handed to the Post Office for transmission by the foreign post shall be presented at the post office with a declaration, in such form as may be from time to time prescribed by the Director-General, containing a statement signed by the sender as to the nature of its contents and their value.

### *Treatment of postal articles from abroad bearing fictitious or previously used stamps.*

30. Where a postal article has been received by post from any place beyond the limits of British India, bearing a fictitious or previously used postage stamp, and the addressee of such postal article has failed to attend, by himself or his agent, at the post office of delivery within the time specified in the notice sent to him in that behalf, or, having so attended, has refused to make known the name and address of the sender or to re-deliver the postal article or such portion thereof as may be required under section 27 of the Act, and, in consequence of such failure or refusal, the postal article has not been delivered to the addressee or his agent, the postal article shall be disposed of in the following manner :—

The officer in charge of the post office at which the postal article has been received for delivery, shall record a statement, in such form as the Director-General shall prescribe, setting forth action taken by him under provisions of section 27 of the Act, and the fact of such failure or refusal as aforesaid on the part of the addressee or his agent; and shall forward the statement, together with the postal article, through the usual channel, to the Director-General.

The Director-General shall then, in due course, transmit the statement, together with the postal article, to the Postal Administration of the place beyond the limits of British India from which the article was received.

### PART III.—REGISTRATION OF POSTAL ARTICLES.

#### I.—INLAND POSTAL ARTICLES.

31. Letters, postcards, book and pattern packets and parcels may be registered at any post office for transmission by post to any other post office.

32. In addition to the postage, a fee of two annas shall be charged for the registration of any postal article.

33. The prepayment of the postage and registration fees shall be compulsory in the case of all registered articles, and shall be made by means of postage stamps affixed to the articles.

34. Articles intended for registration shall be presented at the window of the post office.

35. A receipt shall be given to the person who presents an article for registration at the post office window during the hours prescribed for posting registered articles.

36. No registered article shall be delivered to the addressee unless and until he or his agent has signed a receipt for it in such form as the Director-General shall prescribe.

37. The sender of a registered article shall be entitled to obtain an acknowledgment of its delivery, signed by the addressee, by paying a fee of one anna, in addition to the postage and registration fee, at the time of posting the article. The fee for a special acknowledgment shall be paid by means of postage stamps affixed to the article.

38. The sender of a registered article may obtain an attested copy of the original receipt signed by the addressee on payment of a special fee of three annas, provided that he makes his application for it within six months of the date on which the addressee signed the original receipt.

39. Registration shall be obligatory in the case of—

(a) Any parcel exceeding 440 tolas in weight.

(b) Any insured parcel.

(c) Any parcel addressed to a place for which a customs declaration is required.

(d) Any article containing a currency note, or any portion of a currency note.

(e) Any article containing postage or other stamps or labels or a cheque, hundi, bank-note, bankpost bill, bill of exchange, or the like,—if the contents are either superscribed upon the cover or are known or manifest to the officers of the Post Office owing to the transparency, insecurity, or insufficiency of the cover, or to any other cause.



(f) Any article bearing the word "registered" or any other word, phrase, or mark to the like effect.

(g) Any registered article which is re-posted after having been delivered.

*Exception.*—Nothing in this rule shall be held to render registration of a packet compulsory only by reason that it contains a stamped envelope, postcard, or wrapper as provided by the explanation to rule 10.

(2) Twice the fee for registration shall be levied on the delivery of any postal article required under this rule to be registered on which the fee for registration has not been prepaid.

## II.—FOREIGN POSTAL ARTICLES.

40. Letters, postcards and packets may be registered at any post office for transmission to countries and places served by the foreign post, subject to such exceptions as the Director-General shall, from time to time, notify in the *Indian Postal Guide*.

41. In addition to the postage, a further fee of two annas shall be charged for the registration of any article to be sent by the foreign post.

42. The prepayment of the postage and registration fee on foreign registered articles shall be compulsory, and shall be made by means of postage stamps affixed to the articles.

43. Rules 34, 35 and 36, relating to the registration of inland postal articles, shall be equally applicable to registered articles sent or received by the foreign post.

44. The sender of a registered article addressed to any country belonging to the Universal Postal Union shall be entitled to obtain an acknowledgment of its delivery by paying a fee in addition to the postage and registration fee, of one anna in the case of a registered article addressed to Ceylon or Portuguese India, and of two annas in the case of a registered article addressed to any other such country.

(2) When the sender of a registered article addressed to any country belonging to the Universal Postal Union has not paid the fee for an acknowledgment of its delivery and desires to have an enquiry made by the Post Office regarding the disposal of the article he shall be entitled to this service on payment of the same fee as that chargeable for an acknowledgment of delivery.

## PART IV.—INSURANCE OF POSTAL ARTICLES.

### I.—INLAND POSTAL ARTICLES.

45. Registered letters, value-payable registered letters and registered parcels may be insured up to the value of Rs. 500 at such branch post offices, and up to the value of Rs. 2,000 at such other post offices, as may be authorised by the Director-General to accept articles for insurance :

Provided that in no case such value exceed the real value of the contents of the article insured.

46. Insurance shall be of two kinds, complete and partial. Complete insurance shall cover all risks in course of transmission by post. Partial insurance shall cover all risks in course of transmission by post in British territory and all risks, except those arising out of highway robbery, in course of transmission by post in such Native State territory as may be specified in this behalf by the Director-General in the *Indian Postal Guide*.

47. In addition to the postage and the fee for registration, the following further fees shall be charged for insurance :—

	Anna.
Where the value insured does not exceed R50 . . . . .	1
For every additional R50 or fraction thereof, . . . . .	1

The further fees in the case of partially insured articles shall be charged at only half the above rates.

48. The prepayment of all charges on insured articles, namely, postage, registration fees and insurance fees, shall be compulsory. Payment in all cases shall be made by means of postage stamps affixed to the articles.

49. The cover of a letter intended for insurance shall be of strong paper or other substantial material, securely closed and sealed at intervals not exceeding two inches along each fold or seam. A parcel intended for insurance shall be securely packed and enclosed in an outer covering of cloth, canvas or other substantial material, sealed at intervals not exceeding three inches along each line of sewing or join. All the seals affixed to an insured article shall be of the same kind of wax and shall bear distinct impressions of the same device. The device shall not be that of a current coin or merely a series of straight, curved or crossed lines.

50. The minimum size for an insured parcel shall be 12 cubic inches.

51. An article intended for insurance shall be presented at the window of the post office with the amount for which the sender wishes it to be insured, clearly written, in words and figures, on the cover. The name and address of the sender shall also be written on the cover in the lower left-hand corner, or on a separate slip of paper, to be presented with the article, should there be no room for his name and address on the cover.

52. A receipt shall be given to the person who presents an article for insurance at the post office window during the hours prescribed for posting insured articles.

53. The sender of an insured article shall be entitled to obtain free of charge an acknowledgment of its delivery signed by the addressee.

54. There shall be payable to the sender of an insured postal article compensation not exceeding the amount for which the article has been insured, for the loss of the postal article or its contents or for any damage caused to it in course of transmission by post :

Provided that the compensation shall in no case exceed the value of the article lost or the amount of the damage caused, and provided that in the case of loss the sender shall furnish full particulars of the contents of the postal article and their value :

Provided, also, that no compensation shall be payable—

- (a) where there has been misdelivery arising out of incorrectness or incompleteness of the address written by the sender;
- (b) where there has been fraud on the part of the sender or addressee;
- (c) where the insured article has been delivered to the addressee and he has signed and returned the receipt therefor;
- (d) where the sender has not given intimation of the loss within three months from the date of posting;
- (e) where the loss or damage was due to improper or insecure packing;
- (f) where there is no visible damage to the cover or seals; or,
- (g) in the case of partially insured articles, where the loss or damage was caused by highway robbery during the transit in respect of which the insurance is partial only.

55. Compensation shall be payable one month after the date on which intimation of loss is given by the sender to the Post Office, except in cases in which the Postmaster-General may consider that the circumstances demand the withholding of payment pending inquiry. When compensation has been paid for the loss of a postal article or its contents, the Post Office shall be entitled to retain, and dispose of, such postal article or its contents should they be subsequently recovered, and the compensation paid not be refunded on demand being made.

56. Coin, bullion, precious stones, jewellery and articles of gold or silver may be sent by post only in insured registered letters or insured parcels. If a letter or parcel presented at the post office window is found to contain any such object of value, it shall not be accepted for transmission by post, unless the sender insures it; and if an uninsured article manifestly containing any such object of value is found in course of transmission by post, it shall be either intercepted and returned to the sender or forwarded to destination and delivered to the addressee subject to the payment of a fee of one rupee. The payment of this fee shall not impose any liability on the Government.

*Explanation.*—In this rule, the expression “articles of gold or silver” includes articles made wholly or partly of gold or silver, but not electro or other plated goods.

## II.—FOREIGN PARCELS.

57. The Director-General shall, from time to time, notify in the *Indian Postal Guide* the countries and places for transmission to which foreign registered letters and foreign parcels may be insured, and the limit up to which such letters or parcels may be insured in each case:

Provided that in no case shall such value exceed the real value of the contents of the letter or parcel insured.

58. In addition to the postage and (in the case of letters) the registration fee, the following further fees shall be charged for insurance:—

- (a) *For insurance to Ceylon and Portuguese India—*

Annas.

Where the value insured does not exceed R100 . . . . .	2
For every additional R100 or fraction thereof . . . . .	2

(b) *For insurance of letters and parcels to Mauritius, and of parcels to the British East Africa Protectorate, or Zanzibar—*

Annas.

Where the value insured does not exceed R100 : : : : : 4  
For every additional R100 or fraction thereof : : : : : 4

(c) *For insurance to the United Kingdom and to British Possessions and foreign countries other than those mentioned above—*

Annas.

Where the value insured does not exceed £5 : : : : : 3  
For every additional £5 or fraction thereof : : : : : 3

59 The prepayment of all charges on insured foreign registered letters and parcels shall be compulsory. Payment in all cases shall be made by means of postage stamps affixed to the letters or parcels. The stamps must be placed apart from one another, so that they may not serve to conceal injuries to the cover of the letter or parcel. No label of any kind shall be affixed by the sender to the cover of a letter intended for insurance.

60. The cover of a foreign letter intended for insurance shall be of strong paper or other substantial material, securely closed and sealed with fine wax in such a way that the letter cannot be opened without either breaking the seals or leaving obvious traces of violation. The seals shall be placed along each fold or seam of the cover at intervals not exceeding two inches, and if the letter is tied round with string or tape, a seal shall be placed on the ends where they are tied. An insured foreign letter shall not be closed in a cover having black or coloured borders.

(2) A foreign parcel intended for insurance shall be packed securely and substantially, with due regard to the nature of the contents and the length of the journey, in an outer covering of cloth, canvas or other substantial material and shall bear seals of wax or lead at intervals not exceeding three inches along each line of sewing or join.

(3) All the seals affixed to an insured foreign letter or parcel shall be of the same kind of wax or lead and shall bear distinct impressions of the same private device. The device shall not be that of a current coin or merely a series of straight, curved or crossed lines.

61. A foreign letter or parcel intended for insurance shall be presented at the window of the post office with the amount for which the sender wishes it to be insured, clearly written, in words and figures, without erasure or correction on the cover and accompanied by such form or forms duly filled up as may be prescribed by the Director-General, from time to time, in the *Indian Postal Guide*. The name and address of the addressee of a foreign letter or parcel intended for insurance shall be written in ink on the actual cover of the article.

62. A receipt shall be given to the person who presents a foreign letter or parcel for insurance at the window of the post office during the hours prescribed for posting insured foreign articles.

63. There shall be payable to the sender, or, in default or at the request of the sender, to the addressee of a foreign letter or parcel which has been insured by the Post Office of India and posted in India, compensation not exceed—

ing the amount for which the article has been insured, for the loss of the article or its contents or for any damage caused to it in course of transmission by post; and the sender shall, in case of loss, also be entitled to a refund of the expenses of transmission as well as of any fee that he may have paid for an enquiry as to the disposal of the article, but in no case to a refund of the insurance fee paid :

Provided that the compensation shall in no case exceed the value of the article lost or the amount of the damage caused :

Provided, also, that no compensation shall be payable—

- (a) where the loss or damage has been caused by the fault or negligence of the sender, or arises from the nature of the article;
- (b) where the insurance has been fraudulently made for a sum above the real value of the contents, or there has been any other fraud on the part of the sender or addressee;
- (c) where the insured article has been delivered to the addressee and he has signed and returned the receipt therefor;
- (d) where the sender or addressee has not given intimation of the loss or damage within twelve months from the date of posting;
- (e) where the loss or damage was due to improper or insecure packing;
- (f) where there is no visible damage to the cover or seals; or
- (g) in cases beyond control (*e.g.*, tempest, shipwreck, earthquake, war, etc.).

(2) The Secretary of State for India in Council accepts no liability either to the sender or the addressee for any loss or damage in respect of any foreign letter or parcel which was not posted in India and insured by the Post Office of India.

64. Where a foreign parcel contains coin, bullion, precious stones, jewellery, or articles of gold or silver, it shall not be accepted for transmission by post unless the sender wishes to insure it. If a foreign parcel containing any such object of value is addressed to a country or place to which insurance is not available, the parcel shall be insured for its inland transit within the limits of British India, and in such cases the fee charged for insurance shall be calculated as follows :—

(a) *When the value is expressed in rupee currency—*

	Anna.
Where the value insured does not exceed Rs50 . . . . .	1
For every additional Rs50 or fraction thereof . . . . .	1

(b) *When the value is expressed in sterling—*

	Anna.
Where the value insured does not exceed £3 . . . . .	1
For every additional £3 or fraction thereof . . . . .	1

(2) If an uninsured foreign parcel, declared to contain or manifestly containing any of the objects of value specified above, is received from a country with which, as notified by the Director-General in the *Indian*

*Postal Guide*, insured parcels can be exchanged, the parcel shall either be intercepted and returned to the sender or forwarded to destination and delivered to the addressee, subject to the payment of a fee of one rupee. The payment of this fee shall not impose any liability on the Secretary of State for India in Council.

*Explanation.*—In this rule the expression “articles of gold or silver” includes articles made wholly or partly of gold or silver, but not electro or other plated goods.

65. Where an insured foreign letter which has been re-directed, or an insured foreign parcel which has been re-directed or returned as undeliverable, is received in India subject to a fresh insurance fee by reason of its having been so re-directed or returned, such fee shall be recoverable on delivery as if it were postage due under the Act.

## PART V.—VALUE-PAYABLE POST.

### I.—VALUE PAYABLE POSTAL ARTICLES.

66. Registered and unregistered parcels, registered letters, registered book packets, newspapers prepaid at newspaper rates of postage and fully prepaid unregistered book packets, may be transmitted by the inland post as value-payable postal articles, provided that the amount specified for remittance to the sender in the case of any such postal article shall not exceed Rs1,000, and shall not contain a fraction of an anna except in the case of postal articles sent by, or addressed to, any department of the Government or a District, Local, or Municipal Board, and provided that such parcels, letters, and packets do not contain coupons, tickets, certificates or introductions designed for the sale of goods on what is known as the “snowball system.”

*Explanation.*—The words “any department of the Government” include any official Department of the Government of a Native State, the posts of which have been amalgamated with the Imperial Post.

67. Postal articles as aforesaid, with the exceptions noted below, may be transmitted by post to Ceylon, Portuguese India and the Somaliland Protectorate as value-payable postal articles, provided that the amount specified for remittance to the sender in respect of any such postal article shall not exceed Rs600 and shall not contain a fraction of an anna, and provided that such parcels, letters and packets do not contain coupons, tickets, certificates or introductions designed for the sale of goods on what is known as the “snowball system.”

#### *Exceptions.*

*Ceylon.*—Unregistered parcels.

*Portuguese India and the Somaliland Protectorate.*—Unregistered parcels, unregistered book packets, and newspapers prepaid at the newspaper rates of postage.

68. No such postal article as aforesaid shall be accepted at any post office for transmission by post as a value-payable postal article unless the sender declares that it is sent in execution of a *bonâ fide* order received by him.

At any post office notified from time to time in this behalf by the Director-General of the Post Office, the sender shall, in addition, be required to declare that the article is one the transmission of which by post as a value-payable postal article is permitted. No postal article as aforesaid shall be accepted at these offices without such further declaration.

*Explanation.*—An article may be sent by the value-payable post even though it possesses no intrinsic value. Thus, legal documents, bonds, policies of insurance, promissory notes, railway goods and parcel receipts, bills of lading or ordinary bills for collection may be sent as value-payable postal articles. In the case of a railway receipt or bill of lading sent as a value-payable postal article, it will be sufficient for the purposes of this rule if the article to which the railway receipt or bill of lading relates, has been sent in execution of a *bonâ fide* order. In the case of the other documents specified the document must be sent in execution of a *bonâ fide* order to send the document itself.

69. Every postal article, intended to be transmitted by post as a value-payable postal article shall be presented at the post office with a printed form, prescribed by the Director-General and obtainable at the post office, in which the sender shall specify the sum to be remitted to himself, fill in the required entries, and sign the declaration required by rule 68. If the article is an unregistered parcel, unregistered book packet, or newspaper prepaid at newspaper rates of postage, a fee calculated according to the schedule below on the amount specified for remittance to the sender shall be prepaid by the sender by affixing postage stamps of the value of the fee to the article itself. The sender of a postal article intended to be transmitted by post as value-payable shall write clearly on the face of the article itself—

(a) in the upper left-hand corner—the letters “V. P.,” followed by an entry, *in figures and words*, of the amount for remittance to himself, and

(b) in the lower left-hand corner—his own name and full address.

*Schedule of fees.*

Amount specified for remittance to sender	{	not exceeding R5 . . . . .	1 anna.
		exceeding R5, but not ex- ceeding R10 . . . . .	2 annas.
		exceeding R10, but not ex- ceeding R15 . . . . .	3 „
		exceeding R15, but not ex- ceeding R25 . . . . .	4 „
		exceeding R25 . . . . .	4 annas for each complete sum of R25 and 4 annas for the remain- der, provided that if the remainder does not exceed R5, the charge for it shall be only one anna; if it does not exceed R10, the charge for it shall be only 2 annas, and if it does not exceed R15, the charge for it shall be only 3 annas.

70. The amount to be recovered from the addressee shall be the sum specified by the sender for remittance to himself *plus*, in the case of registered parcels, registered letters, and registered book packets, a fee calculated as in

rule 69. When this amount is recovered from the addressee, the sum for payment to the sender shall be remitted to him by means of a money order. If the addressee of a value-payable article refuses or omits to take delivery of it, the article shall be returned to the sender, who will be required to pay any charges that may be due on it, and to acknowledge receipt of the article by signing the form presented by the postman. In no circumstances will the fee prepaid in stamps, in the case of a value-payable unregistered parcel, unregistered book packet, or newspaper be refunded.

71. The Government shall not incur any liability in respect of the sum specified for remittance to the sender in respect of a value-payable postal article unless and until that sum has been received from the addressee.

II.—TRANSMISSION BY POST OF RAILWAY RECEIPT-NOTES OPEN AS VALUE-PAYABLE ARTICLES.

72. A railway receipt-note for goods may be transmitted by post open as a value-payable postal article :

Provided that—

- (a) the goods to which the railway receipt-note relates, does not exceed Rs.1,000 in value; and
- (b) the railway receipt-note shows on its face that the goods to which it relates, have been consigned to the sender himself, is endorsed to the person to whom the goods are to be delivered, and is signed by the sender.

73. The open railway receipt-note shall be presented at the post office with the printed form prescribed by the Director-General for registered value-payable postal articles, in which the sender shall specify the sum to be remitted to himself, fill in the required entries and sign the declaration that the article is sent in execution of a *bona fide* order received by him.

74. A fee of two annas shall be paid on each railway receipt-note presented for transmission by post open. The fee shall be paid in postage stamps, which shall be affixed by the sender to the receipt-note.

75. The Post Office will transmit the open railway receipt-note to the post office of destination, and will deliver it on payment of the amount recoverable to the person to whom it has been endorsed by the sender, in such manner as the Director-General may from time to time appoint for the delivery of registered value-payable postal articles.

76. The amount when recovered will be remitted to the sender in accordance with the rules for the time being in force relating to registered value-payable postal articles.

77. A railway receipt-note for goods may be transmitted by post open under the foregoing rules, without compliance with the conditions laid down in the second proviso to rule 72, if it—

- (a) relates to goods sent between stations on such railways as are for the time being specified in this behalf by the Director-General in the *Indian Postal Guide*; or
- (b) shows on its face that the goods so sent have been declared at the booking office as being sent under the value-payable system.



78. These rules apply also to receipt-notes for goods conveyed by steamer within the limits of British India.

79. Nothing in these rules be construed to prevent the transmission by post of receipt-notes under the rules for the time being in force relating to the value-payable post generally.

## PART VI.—MONEY ORDERS.

### I.—INLAND MONEY ORDERS.

#### (a) *Ordinary inland money orders.*

80. The amount for which a single money order may be issued shall not exceed R600, and shall not include a fraction of an anna, except in the case of money orders issued by, or in favour of, any Department of the Government, or by, or in favour of, a District, Local, or Municipal Board.

*Explanation.*—The words “any Department of the Government” include any official Department of the Government of a Native State, the posts of which have been amalgamated with the Imperial Post.

81. Money orders may be issued on the following Native States with which special arrangements have been made for the exchange of money orders, but the amount for which a single money order may be issued on these States shall not exceed R600 :—

Chamba.		Jhind.
Gwalior.		Nabha.
	Patiala.	

*Explanation.*—The exception in the last preceding rule applies also to money orders issued by, or in favour of, any official Department of any of these States.

82. A commission on the issue of inland money orders shall be charged at the following rates, namely :—

On any sum not exceeding R5	1 anna.
On any sum exceeding R5, but not exceeding R10	2 annas.
On any sum exceeding R10, but not exceeding R15	3 annas.
On any sum exceeding R15, but not exceeding R25	4 annas.
On any sum exceeding R25	4 annas for each complete sum of R25 and 4 annas for the remainder, provided that, if the remainder does not exceed R5 the charge for it shall be only 1 anna; if it does not exceed R10, the charge for it shall be only 2 annas; and if it does not exceed R15, the charge for it shall be only 3 annas.

83. The Director-General may, at any time, suspend the issue of money orders upon any particular post office, or group of post offices, or direct that money orders shall not be so issued except on payment of special rates of commission higher than those prescribed by rule 82.

84. The remitter of a money order shall fill in, in ink, on a money order form prescribed by the Director-General such particulars as the Director-General may require. Such particulars may be written in English or in the vernacular of the district.

85. The money order form duly filled in together with the amount of the money order and commission, may be presented at the post office during the hours prescribed by the Director-General for money order business.

86. A receipt shall be given to the remitter for the amount paid by him on account of the money order and commission.

87. The remitter of a money order shall be entitled to obtain, free of charge, an acknowledgment of the payment of the amount of the order signed by the payee.

88. The payment of a money order shall ordinarily be made at the address of the payee on his signing the money order and acknowledgment.

89. The money order and acknowledgment shall be signed by the payee named by the remitter, or by some person authorised in writing by the payee in this behalf. The signature shall be written in ink in the space provided for the purpose.

90. If the remitter or payee of a money order is illiterate, his mark shall be obtained and shall be verified in such manner as the Director-General may direct.

91. A money order shall be re-directed to the payee on his written request free of charge.

92. The remitter of a money order which has not been paid, may require that the address of the payee shall be altered or that the name of the post office, at which the order was originally made payable, shall be changed. The required change shall be made without additional charge on the remitter's applying in writing to the post office at which the order was issued.

93. The remitter of a money order which has not been paid, may require that the amount be paid to some person other than the payee named in the order. The required change shall be made, on payment of a second commission equal to the first, on the remitter's applying in writing to the post office at which the order was issued.

94. The remitter of a money order which has not been paid, may stop payment and require that the money be re-paid to himself. This shall be done without additional charge on the remitter's applying in writing to the post office at which the money order was issued, and producing the receipt and giving full particulars of the payee's address as entered in the money order. In no

case, however, shall the Post Office be responsible for inability or failure to stop payment of a money order in compliance with the remitter's request.

95. If the payee of a money order cannot be found, or if the payee refuses to take payment, the amount of the order shall be returned at once to the remitter free of charge. The commission shall in no case be refunded.

96. If payment of a money order to the payee cannot be effected and the amount cannot be re-paid to the remitter owing to the latter not being found, the order shall be void and its value credited to the Government. But, if the payee or remitter subsequently applies for payment, the amount of the order shall be paid to him on a fresh money order issued by the Comptroller, Post Office, provided that application is made before the expiration of one year from the date of issue of the original order.

(b) *Telegraphic inland money orders.*

97. The amount for which a single telegraphic money order may be issued shall not exceed R600, and shall not include any sum less than a rupee, and, if the amount exceeds R150, the telegraphic money order shall not be for a sum which is not a multiple of R10.

98. The following fees (which include the cost of the telegram) shall be charged for the issue of telegraphic money orders:—

(a) *For sums not exceeding R25 :—*

	R	a.	p.	
For the first R10 . . . . .	1	2	0	If advice sent "Urgent."
	0	10	0	If advice sent "Deferred."
For the balance—				
If it does not exceed R5 . . . . .	0	1	0	
If it exceeds R5 . . . . .	0	2	0	

(b) *For sums exceeding R25 but not exceeding R150 :—*

	R	a.	p.	
For the first R25 . . . . .	1	4	0	If advice sent "Urgent."
	0	12	0	If advice sent "Deferred."
For each complete sum of R25 additional . . . . .	0	4	0	
For sums less than R25 additional :—				
If the sum does not exceed R5 . . . . .	0	1	0	
"      "      "      "      10 . . . . .	0	2	0	
"      "      "      "      15 . . . . .	0	3	0	
If the sum exceeds R15 . . . . .	0	4	0	

(c) For sums exceeding R150 up to R600—

	R	a.	p.	
For the first R150 . . . . .	2	8	0	If advice sent "Urgent."
	2	0	0	If advice sent "Deferred."

For each complete sum of R50 additional . . . . . 0 8 0

For sums less than R50 additional :—

	R	a.	p.
If the sum is R10 . . . . .	0	2	0
„ „ 20 . . . . .	0	4	0
„ „ 30 . . . . .	0	5	0
„ „ 40 . . . . .	0	7	0

99. The Director-General may, at any time, suspend the issue of telegraphic money orders upon any post office, or group of post offices, or direct that telegraphic money orders shall not be so issued except on payment of special fees higher than those prescribed by rule 98.

100. The remitter of a telegraphic money order shall fill in, in ink, on a money order form prescribed by the Director-General, such particulars as the Director-General may require.

101. The money order form duly filled in, together with the amount of the telegraphic money order and fees, may be presented at the post office during the hours prescribed by the Director-General for telegraphic money order business.

102. A receipt shall be given to the remitter, showing the total amount paid by him, the payee's name and the hour at which the telegraphic money order was presented.

103. The remitter of a telegraphic money order shall be entitled to obtain free of charge, by post, an acknowledgment of the payment of the amount of the order signed by the payee.

104. The payment of a telegraphic money order shall ordinarily be made as soon as practicable after receipt of the telegraphic advice by the office of payment, at the residence of the payee on his signing a receipt for the amount paid and the acknowledgment.

105. The receipt and acknowledgment shall be signed by the payee named by the remitter, or by some person authorised in writing by the payee in this behalf. The signature shall be written in ink in the space provided for the purpose.

106. If the remitter or payee of a telegraphic money order is illiterate, his mark shall be obtained and shall be verified in such manner as the Director-General may direct.

107. A telegraphic money order shall be redirected to the payee by post, free of charge, on his written request.

108. The remitter of a telegraphic money order which has not been paid may require that the address of the payee shall be altered or that the name of the office at which the order was originally made payable, shall be changed. The required alteration shall be made in the ordinary course of post, without additional charge, on the remitter's applying in writing to the post office at which the money order was issued.

109. The remitter of a telegraphic money order which has not been paid, may require that the amount be paid to some person other than the payee named in the order. The required change shall be made in the ordinary course of post, on payment of the commission chargeable on an ordinary money order for the same amount, on the remitter's applying in writing to the post office at which the order was issued, and presenting the receipt granted for the original order.

110. The remitter of a telegraphic money order which has not been paid, may stop payment and require that the money be re-paid to himself. This shall be done on the remitter's applying in writing to the post office at which the money order was issued, producing the receipt and giving full particulars of the payee's address as entered in the money order. Payment may be stopped by telegram, the remitter paying the necessary charges at the ordinary rates for it. In no case, however, shall the Post Office be responsible for inability or failure to stop payment of a money order in compliance with the remitter's request.

111. If the payee of a telegraphic money order cannot be found, or should the payee refuse to take payment, a reference will be made to the office of issue, and the telegraphic money order, if still undeliverable, will then be re-issued by telegraph, free of any further charge, for repayment to the remitter. The fees shall in no case be refunded.

112. If payment of a telegraphic money order to the payee cannot be effected and the amount cannot be repaid to the remitter owing to the latter not being found, the order shall be void and its value credited to the Government. But, if the payee or remitter subsequently applies for payment, the amount of the void order shall be paid to him on a fresh money order issued by the Comptroller, Post Office, provided that application is made before the expiration of one year from the date of issue of the original order.

## II.—FOREIGN MONEY ORDERS.

### (a) *Foreign money orders.*

113. Foreign money orders shall be of two kinds, namely:—

- (a) Money orders expressed in rupee currency; and
- (b) Money orders expressed in sterling.

(2) The Director-General shall, from time to time, notify in the *Indian Postal Guide* the countries and places with which money orders of each kind may be exchanged.

114. The amount for which a single foreign rupee money order may be issued shall not exceed R600, and shall not include any fraction of an anna.

(2) The amount for which a single foreign sterling money order may be issued, shall not exceed £10, except in the cases specially notified by the Director-General in the *Indian Postal Guide*. No such money order shall include any fraction of a penny.

(3) The amount of a foreign sterling money order shall be paid to the Post Office in rupee currency at such rate of exchange as the Director-General shall, from time to time, direct.

115. In the case of foreign rupee money orders the rates of commission shall be the same as those for the time being charged on inland money orders.

(2) In the case of foreign sterling money orders, the rates of commission shall be the following, namely:—

	R	a.
On any sum not exceeding £1 . . . . .	0	3
„ „ exceeding £1 but not exceeding £2 . . . . .	0	5
„ „ „ £2 „ „ £3 . . . . .	0	8
„ „ „ £3 „ „ £4 . . . . .	0	10
„ „ „ £4 „ „ £5 . . . . .	0	12
On any sum exceeding £5 . . . . .	0	12 annas

each complete sum of £5 and 12 annas for the remainder, provided that if the remainder does not exceed £1, the charge for it shall be 3 annas; if it does not exceed £2, the charge for it shall be 5 annas; if it does not exceed £3, the charge for it shall be 8 annas, and if it does not exceed £4, the charge for it shall be 10 annas.

(3) Where foreign sterling money orders have to be remitted through the agency of the British Post Office as notified by the Director-General in the *Indian Postal Guide*, a further reduction will be made by the British Post Office from the amount payable to the payees at the following rates, namely:—

For sums not exceeding £2 . . . . .	3d.
„ „ exceeding £2 but not exceeding £6 . . . . .	6d.
„ „ „ £6 „ „ „ £10 . . . . .	9d.

116. The Director-General may at any time direct that foreign sterling money orders shall not be issued from the Aden Post Office or from any of the post offices established by the Governor-General in Council at any of the marginally-named places\* beyond the limits of British India, except on payment of special rates of commission higher than those prescribed by rule 115 (2).

\* Bagdad.  
Bahrain.  
Bandar-Abas.  
Bushira.  
Busrah.  
Gwadur.  
Jask.  
Linga.  
Mohammerah.  
Muscat.

117. The remitter of a foreign rupee money order shall be entitled to receive free of charge an acknowledgment of the payment of the amount of the order signed by the payee, except in the cases specially notified by the Director-General in the *Indian Postal Guide*.

(2) The remitter of a foreign sterling money order from any post office (except that at Aden) shall, unless the money order is one for which an advice of payment as provided for in sub-rule (3) can be had, be entitled to receive free of charge an intimation from the Indian post office of exchange (at Bombay or Madras, as the case may be) that the money order has been communicated to the country of payment.

(3) The remitter of a foreign sterling money order to any of the countries or places specially notified in that behalf by the Director-General from time to time in the *Indian Postal Guide*, shall be entitled to receive an advice of its payment from the foreign post office of payment by paying a fee of two annas in addition to the commission chargeable on the money order.

(4) When the remitter of a foreign sterling money order has not paid the fee for an advice of payment and desires to have an enquiry made by the Post Office regarding the disposal of the money order, he shall be entitled to this service on payment of the same fee as that chargeable for an advice of payment.

118. In the case of a foreign sterling money order the remitter may, by application in writing accompanied by the money order receipt, require the Indian Post Office of exchange (at Bombay, Madras or Aden, as the case may be) to request the country of payment to alter the address of the payee in the money order, or to pay the amount thereof to some person other than the payee named in the order, or to stop payment of the order. The office of exchange will communicate the result of the reference without charge to the remitter, and, if payment is stopped, the amount of the order shall be refunded to the remitter, but the commission shall not be refunded.

(2) In the case of a foreign rupee money order the remitter may require similar services in accordance with rules 92, 93 and 94, relating to inland money orders.

119. Rules 83, 84, 85, 86 and 90, relating to inland money orders, shall be equally applicable to the issue of foreign money orders.

120. Foreign sterling money orders received for payment in India shall be paid as if they were inland money orders, the amount in sterling of the original money order being converted into rupee currency by the Indian Post Office of exchange (at Bombay, Madras or Aden, as the case may be) at such rate of exchange as the Director-General may, from time to time, direct.

121. The payment of a foreign money order shall ordinarily be made at the address of the payee. It shall be made on his signing the order and acknowledgment (except when otherwise provided by the Director-General) in the case of a foreign rupee money order, and on his signing the order in the case of a foreign sterling money order.

122. Under no circumstances can a foreign money order, whether a rupee money order or sterling money order, be paid after the expiration of one year from the date of its receipt in India.

123. Rules 89, 90, 91 and 95, relating to inland money orders, shall be equally applicable to the payment of foreign money orders.

(b) *Indo-Ceylon telegraphic money orders.*

124. The amount for which a single Indo-Ceylon telegraphic money order may be issued in India shall not exceed R600, and shall not include any sum less than a rupee, and, if the amount exceeds R150, the telegraphic money order shall not be for a sum which is not a multiple of R10.

125. The following fees (including the cost of the telegram) shall be charged on Indo-Ceylon telegraphic money orders issued in India, namely :—

(a) *For sums not exceeding R25.*

	R	a.	p.
For the first R10 . . . . .	1	6	0
For the balance { if it does not exceed R5 . . . . .	0	1	0
{ if it exceeds R5 . . . . .	0	2	0

(b) *For sums exceeding R25, but not exceeding R150.*

For the first R25 . . . . .	1	8	0
For each complete sum of R25 additional . . . . .	0	4	0
For sums less than R25 additional—			
If the sum does not exceed R5 . . . . .	0	1	0
"   "   "   "   10 . . . . .	0	2	0
"   "   "   "   15 . . . . .	0	3	0
If the sum exceeds R15 . . . . .	0	4	0

(c) *For sums exceeding R150 up to R600.*

For the first R150 . . . . .	2	12	0
For each complete sum of R50 additional . . . . .	0	8	0
For sums less than R50 additional—			
If the sum is R10 . . . . .	0	2	0
"   "   "   20 . . . . .	0	4	0
"   "   "   30 . . . . .	0	5	0
"   "   "   40 . . . . .	0	7	0

126. Rules 99, 100, 101, 102 and 106, relating to telegraphic inland money orders, shall be equally applicable to the issue of the Indo-Ceylon telegraphic money orders.

127. The payment in India of an Indo-Ceylon telegraphic money order shall ordinarily be made, as soon as practicable after the receipt of the telegraphic advice, at the address of the payee on his signing a receipt for the amount paid.



128. If the payment of an Indo-Ceylon telegraphic money order cannot be made by the post office in India to which it was addressed, the money order shall be re-issued by telegraph, free of any further charge, for repayment to the remitter.

129. Rules 105 and 106, relating to telegraphic inland money orders, shall, as far as may be, apply to the payment in India of Indo-Ceylon telegraphic money orders.

(c) *Foreign money orders telegraphed to offices of exchange.*

130. The remitter of a foreign money order drawn on any country except Ceylon, with which money orders are exchanged may have the particulars of the money order telegraphed to the Indian office of exchange concerned, and that office shall, on receipt of the telegraphic advice, issue by post a money order on the country of payment under the rules relating to foreign money orders.

131. The fees, the limits of value, and the other conditions laid down in the rules relating to inland telegraphic money orders, shall apply in the case of foreign *rupee* money orders telegraphed to offices of exchange.

132. The amount for which a single foreign *sterling* money order may be telegraphed to the office of exchange, shall not exceed £40, and shall not include any broken sum less than £1.

133. The following fees (which include the cost of the telegram) shall be charged for the issue of foreign *sterling* money orders telegraphed to offices of exchange :—

(a) *For sums not exceeding £5—*

		R	s.	p.	
For the first £1	{ . . . . .	1	3	0	If advice sent "Urgent."
	{ . . . . .	0	11	0	If advice sent "Deferred."
For the balance	{ if it is £1 . . . . .	0	2	0	
	{ " " £2 . . . . .	0	5	0	
	{ " " £3 . . . . .	0	7	0	
	{ " " £4 . . . . .	0	9	0	

(b) *For sums exceeding £5 up to £40—*

For the first £5	{ . . . . .	1	12	0	If advice sent "Urgent."
	{ . . . . .	1	4	0	If advice sent "Deferred."
For each complete sum of £5 additional		0	12	0	
For sums less than £5 additional—					
If the sum is £1 . . . . .		0	3	0	
" " £2 . . . . .		0	5	0	
" " £3 . . . . .		0	8	0	
" " £4 . . . . .		0	10	0	

134. Rules 99, 100, 101, 102 and 106, relating to telegraphic inland money orders, shall be equally applicable to foreign *sterling* money orders telegraphed to offices of exchange.

## PART VII.—OFFICIAL POSTAL ARTICLES.

### I.—INLAND OFFICIAL POSTAL ARTICLES.

Official postal articles shall be transmitted by post under the following conditions :—

- (a) The conditions as to rates of postage, size, shape, manner of packing and contents hereinbefore prescribed for the different classes of unofficial postal articles and the rules under which such articles may be registered, insured, or sent value-payable shall be applicable also to official postal articles of the same classes.
- (b) The weight of an official postal article whether a letter, packet, or parcel shall not exceed 600 tolas.
- (c) Official postal articles, whether the postage is prepaid or not, shall bear the superscription "On His Majesty's Service," and this shall be supported by the signature and official designation—to be entered in the lower left-hand corner of the article—of the officer who sends the article, or of the Head Clerk or Superintendent of his office or other responsible officer to whom the duty of despatching is confided.

NOTE.—Inland rates of postage and conditions shall be applicable also to official letters, postcards, newspapers, and book, pattern, and sample packets, when posted in British India and addressed to any of the places named in the margin for which post offices have been established by the Governor-General in Council beyond the limits of British India or posted at any of the post offices established by the Governor-General in Council at those places and addressed to any other of those places or to any place in British India.

Bagdad.	Bushire.
Bandar-Abas.	Jaak.
Busrak.	Linga.
Mohammerah.	

*Explanation 1.*—Service postcards bear the inscription 'On H. M. S.' printed immediately above the impressed stamp. In their case, therefore, no further superscription shall be required.

*Explanation 2.*—Postmasters may recognise abbreviated designations, provided they are generally known; but no official can claim the recognition of an abbreviation, the rule being that the designation shall be entered in full.

*Explanation 3.*—Postmasters may recognise *facsimile* impressions of signatures made by means of stamps, but not such impressions when lithographed or otherwise produced. Public officers who use such stamps, shall make arrangements for their proper custody and use; and where there is any reason to suspect the misuse of any such stamp or the absence of proper precautions against its misuse, postmasters may decline to recognise the stamp impression and require strict adherence to the rule. Printed names shall not be recognised in lieu of signatures except in the case of official Gazettes in open covers posted in large numbers by the office of publication.

- (d) Service stamps affixed to an article which does not bear the prescribed superscriptions supported by the signature and official designation of the sender shall not be recognised by the Post Office in payment of postage.

- (e) The delivery and re-direction of articles superscribed "On His Majesty's Service" shall be governed by the official designation (wh. given) of the addressee.

136. The postage chargeable on the delivery of official postal articles, when the postage is not prepaid or is insufficiently prepaid, shall be as follows :—

On an unpaid letter or packet . . . .	The prepaid rate.
On an insufficiently paid letter or packet . . . .	The deficiency.

In cases where it is not thought advisable to entrust postage stamps to a subordinate official who has to correspond with, or to send returns to, a superior, he may be allowed by his superior to post to him official articles other than parcels without prepaying the postage, and the same course may be adopted in other cases where it is found convenient or proper to make the postage charge fall on the receiving office.

NOTE.—The prepayment of postage on parcels is compulsory.

137. The following persons shall be entitled to send official postal articles on His Majesty's Service, subject to the conditions noted against each :—

- (a) All Government officials, except those who are on leave or have retired from the service, provided that the articles posted by them are *bonâ fide* and exclusively on His Majesty's Service.
- (b) The Registrars of the Universities of Calcutta, Madras, Bombay, Allahabad and the Punjab, and of the Educational Syndicate, Burma, provided that the articles posted by them relate solely to the public business of the Universities.
- (c) The Astronomer in charge of the G. V. Juggarao Observatory, Vizagapatam, provided that the articles posted by him relate solely to business of the Observatory.

138. Correspondence sent by an officer of a local authority, or by any officer of the Government acting in a capacity connected with a local authority, such as the President or Secretary of a Local Fund Committee, shall not be deemed official correspondence within the meaning of these rules and may not be superscribed as on His Majesty's Service. But nothing in this rule shall be held to prevent the transmission on His Majesty's Service of correspondence sent by an officer of the Government acting as such, although the correspondence may relate to the affairs of a local authority.

*Illustration.*—The Commissioner of a Division, writing in that capacity to the Secretary of a Local Fund Committee concerning its affairs, may superscribe the letter on His Majesty's Service.

139. The postage and other charges (if any) on an official postal article can be properly prepaid only by a proper service stamp or stamps. Where, however, an ordinary postage stamp instead of a service stamp is used on an official postal article, the article shall be recognised as an official postal article by the Post Office ; but the irregularity shall be brought by the officer in charge of the Post Office at which the article was so posted, to the notice of the officer concerned and, if of frequent occurrence, to that of the Postmaster-General.

NOTE.—Service stamps, envelopes and postcards shall not be sold at post offices but shall be obtainable by Government officials at Government Treasuries.

140. Letters, postcards and packets posted by officers of the Government in their official capacity, addressed to private individuals or associations, shall, even when they relate to the private interests and concerns of the individuals or associations addressed, be sent as official postal articles, prepaid by means of service stamps.

*Exception.*—Nothing in this sub-rule shall affect the practice of the Law Courts in regard to the despatch of “certified copies” to persons who do not appear to take them personally, and of documents filed in judicial cases the return of which has been applied for. Such documents may be posted by judicial officers in covers superscribed “Service Unpaid” and covers so superscribed shall be charged, on delivery, with postage

*Service unpaid.*

A. B.

Calcutta.

C. D.

Commissioner,  
Gorakhpur.

at the rates to which they would have been liable if the postage had been pre-paid. All articles so posted shall be endorsed under the full signature and official designation of the sender, according to the specimen form given on the margin.

2) Letters, postcards, and packets, sent by private persons to officers of the Government relating to the affairs of the Government, if superscribed “Service Unpaid” shall be charged, on delivery, with postage at the rates to which they would have been liable if the postage had been prepaid, and not at double

*Service unpaid.*

To

The District Superintendent  
of Police, Lucknow.

*Signature of sender.*

rates as in the case of ordinary articles: Provided that any article so sent is addressed to the full official designation of the officer for whom it is intended, and that it has been

endorsed under the full signature of the sender according to the specimen form given on the margin.

*NOTE.*—The prepayment of postage on parcels is compulsory.

*Explanation.*—Under the provisions of this rule may be sent reports regarding the occurrence of crime from a zamindar to a police officer, returns required to be sent from employers of labourers to the Protector and any similar reports or returns authorised to be so sent.

141. The amount of postage marked as due on postal articles delivered under the superscriptions of “Service Unpaid” or “On His Majesty’s Service” shall be initialed by the postmaster, or other officer, authorised in this behalf by the Postmaster-General, of the office of delivery. Officers of the Government shall be bound to receive, and to pay any postage which may be due on, articles addressed to them under the superscription “On His Majesty’s Service” and bearing the signature in full of the sender.

## II.—FOREIGN OFFICIAL CORRESPONDENCE.

142. Official correspondence transmitted by the foreign post, with the exception of correspondence exchanged with Ceylon, shall be subject to the same rates and be governed by the same rules as ordinary private correspondence. Service stamps may be used on official correspondence addressed to the United Kingdom or British possessions only. If service stamps are used for the prepayment of postage, they shall be supported by superscription and signature prescribed by clause (c) of rule 135 relating to inland official postal articles.

143. The amount of postage marked as due on postal articles received by the foreign post for delivery to officers of the Government shall be initialed by the postmaster, or other officer, authorised in this behalf by the Postmaster-General, of the office of delivery.

144. In the case of official letters (not newspapers or other articles) sent by British Packet to or from the public functionaries, departments, etc., in London having special accounts for foreign letter postage with the London Post Office, the prepayment of postage is not necessary if such letters are superscribed as "On His Majesty's Service," under the full signature and official designation of the sender; but when such letters are presented for registration, the registration fee shall always be prepaid by means of service stamps affixed to the article in the ordinary way.

## PART VIII.—GENERAL RULES.

### I.—MANNER OF PREPAYMENT OF POSTAGE ON POSTAL ARTICLES

145. Where the postage on a postal article is prepaid, the prepayment shall be made by means of a proper stamp or stamps provided for the purpose by the orders of the Governor-General in Council under section 16 of the Act.

146. The postage on a postal article shall not be deemed to be prepaid by means of a proper stamp—

- (a) if the stamp is a stamp which has not been provided for use as a postage stamp under section 16 of the Act; or
- (b) if the stamp has been obliterated, defaced, torn, cut, or otherwise rendered imperfect; or
- (c) if the stamp has upon it any word, letter, figure, or design printed or impressed upon it, otherwise than by the authority of the Government before posting; or
- (d) if the stamp has been cut or otherwise separated from an embossed envelope or from a postcard or wrapper :

Provided that nothing in this rule shall prevent the perforation of postage stamps with initials, or other identifying marks, traced in minute holes.

NOTE.—The special registration envelopes provided by the Post Office, bearing embossed stamps denoting the registration fee, cannot be used for the transmission of unregistered postal articles.

### II.—PRICE OF STAMPS.

147. Adhesive postage stamps shall be sold in each case for the denoted value of the stamp or stamps.

148. The small half-anna oblong envelopes and postcards shall be sold, in each case, for the denoted value of the stamp or stamps which they bear.

149. The envelopes and wrappers specified below shall be sold at the following prices, namely :—

A.—SQUARE ENVELOPES.

(1) <i>Half-anna.</i>					<i>Rs a. p.</i>
For 1 envelope	.	.	.	.	0 0 8
For 2 envelopes	.	.	.	.	0 1 3
For 3 „	.	.	.	.	0 2 0
For 4 „	.	.	.	.	0 2 6
For 5 „	.	.	.	.	0 3 0
Packets of 20	.	.	.	Per packet	0 12 0

(2) *One-anna.*

Any number less than 8	.	.	.	Each	0 1 2
Packets of 8	.	.	.	Per packet	0 9 3

B.—OBLONG ENVELOPES.

(1) *Commercial, half-anna.*

For 1 envelope	.	.	.	.	0 0 7
For 2 envelopes	.	.	.	.	0 1 2
For 3 „	.	.	.	.	0 1 9
For 4 „	.	.	.	.	0 2 3
For 5 „	.	.	.	.	0 2 9
Packets of 20	.	.	.	Per packet	0 11 0

(2) *Surcharged, one-anna.*

Any number less than 12	.	.	.	Each	0 1 2
Packets of 12	.	.	.	Per packet	0 14 0

(3) *Two and a half-annas.*

Any number less than 12	.	.	.	Each	0 2 8
Packets of 12	.	.	.	Per packet	2 0 0

C.—REGISTRATION ENVELOPES.

(1) *Small size.*

Any number less than 16	.	.	.	Each	0 2 2
Packets of 16	.	.	.	Per packet	2 2 0

(2) *Large size.*

Any number less than 8	.	.	.	Each	0 2 8
Packets of 8	.	.	.	Per packet	1 5 3

## WRAPPERS.

(1) <i>Half-anna.</i>				Rs a. p.		
Any number less than 6	.	.	.	Each	0	0 7
Packets of 6	.	.	.	Per packet	0	3 6

(2) *One-anna.*

Any number less than 6	.	.	.	Each	0	1 1
Packets of 6	.	.	.	Per packet	0	6 6

## III.—CERTIFICATES OF POSTING.

150. A certificate of posting may be obtained in respect of any postal article for which a receipt is not given by the Post Office subject to the following conditions, namely:—

- (a) The certificate of posting written in ink shall be presented to an officer on duty at the post office along with the article to be posted, during the hours fixed for the posting of such articles;
- b) the certificate shall contain an exact copy of the addresses on the articles to which it relates, and shall have a postage stamp, or stamps, affixed thereto in payment of a fee to be charged as follows:—
  - (i) In the case of unregistered letters, }  $\frac{1}{2}$ -anna for every three  
postcards, book packets (including } articles of any of these  
registered newspapers) and pattern } classes, or for any less  
packets, posted by the same person } number.  
at one time.
  - (ii) In the case of unregistered parcels }  $\frac{1}{2}$ -anna for every six  
(ordinary or value-payable) and value- } articles of either, or  
payable unregistered book packets, } both, of these classes,  
posted by the same person at one } or for any less number.  
time.

There shall be a separate certificate for each of these two classes of articles (i) and (ii), headed with the words "Certificate of posting for letters" or "Certificate of posting for parcels," as the case may require, and the actual number of articles in respect of which the certificate is required shall be written in words at the foot of the document.

The officer on duty shall compare the number of the articles presented and the addresses on them with the entries in the certificate, and, if the latter be correct shall obliterate the postage stamps and impress the date-stamp upon the certificate. The certificate shall then be returned to the person who presented it.

## IV.—LATE LETTERS AND LATE LETTER FEES.

151. Late letters shall mean letters posted after the hour fixed for the closing of a mail, which cannot be forwarded by the mail then being prepared for despatch without the payment of an additional fee.

152. The ordinary late letter fee for postal articles other than parcels to be transmitted by the Inland or Foreign post shall be half an anna for each postal article.

153. The late letter fee in respect of registration for articles to be transmitted by the Inland or Foreign post shall be two annas for each postal article.

154. In special cases, a higher fee than half-an-anna, but not exceeding four annas, for each postal article, may be charged on postal articles, other than parcels, posted for transmission by the Inland or Foreign post at Presidency-towns or on board steamers or in other special circumstances. The Director-General shall, from time to time, notify in the *Gazette of India* the amount of such fees and the circumstances in which they are chargeable.

155. Late letters shall be presented at the window of the post office within the hours prescribed for this purpose by the Postmaster-General, and the postage and late letter fee shall be fully prepaid by means of postage stamps.

V.—RE-DELIVERY TO THE SENDER OF POSTAL ARTICLES IN COURSE OF TRANSMISSION BY POST.

156. Inland letters, postcards, book and pattern packets and parcels, and foreign registered articles of the letter mail and foreign registered parcels, which have not been despatched from India, may be recalled when in course of transmission by post without reference to the consent of the addressee subject to the following conditions, namely :—

- (a) No such postal article as aforesaid shall be re-delivered to the sender except under the orders of—
  - (i) the chief postal authority in a postal circle ;
  - (ii) the Director-General ;
  - (iii) the Local Government ; or
  - (iv) the Governor-General in Council.
- (b) A fee of one rupee shall be paid in respect of each postal article for the re-delivery of which to the sender an application is made.
- (c) An application for the re-delivery to the sender of a postal article may be presented in writing to any of the authorities aforesaid, either direct or through any officer in charge of a post office.
- (d) An application shall be received only from the sender of the postal article or from some person authorised in this behalf by the sender in writing.
- (e) Every application shall be accompanied by a statement (which may be enclosed in a sealed cover) of the reasons why re-delivery is sought. Such sealed cover shall be opened only by the authority to which the application is presented, or, where such authority is a Local Government or the Governor-General in Council by a Secretary to the Local Government or the Government of India, as the case may be.



- (f) Upon receiving such application and statement, together with the prescribed fee as aforesaid, the officer in charge of the post office shall immediately send the same to the chief postal authority in the postal circle in which he is serving.
- (g) If the postal article, of which re-delivery is sought, is in his possession, the said officer shall, instead of forwarding it to the addressee, keep it in deposit, and send the application to the said authority.
- (h) If the postal article is not in his possession, the said officer shall require the officer in charge of the post office of address in the case of an inland postal article, and of the office of foreign exchange in the case of a foreign registered postal article, to abstain from delivering it to the addressee or from sending it to its address, and to keep it in deposit. The requisition to such other officer may be sent by telegraph, but all expenses attending its transmission shall be borne by the applicant.
- (i) When the application reaches such an authority as is named in condition (a), that authority may order the re-delivery to the sender of the postal article upon being satisfied that the applicant is the sender, and that sufficient reasons have been given for the re-delivery, otherwise the postal article shall be sent at once to its address.
- (j) A letter or postcard in course of transmission by post shall not be re-delivered to any one but the sender or some person authorised in this behalf by the sender in writing.

VI.—DETENTION IN THE POST OFFICE OF BOOK AND PATTERN PACKETS AND PARCELS.

157. Book packets (other than newspapers) and pattern packets shall not be detained at the post office at which they were posted, for a period exceeding one day.

158. Book packets (other than newspapers) and pattern packets received from abroad shall not be detained in the post office at the port of arrival for a period exceeding one day exclusive of the day on which the mail steamer reaches such port :

Provided that nothing in this rule shall prevent any further detention at the port of arrival that may be necessary for the purpose of customs examination or enquiries.

(2) Book packets, containing printed papers obviously without value such as circulars, price lists and advertisements, when received from abroad at Bombay, shall not be detained in the Bombay post office for a period exceeding two days exclusive of the day on which the mail steamer reaches Bombay.

159. The delivery of book packets (other than newspapers), and pattern packets shall not be delayed beyond the delivery next following that by which they would ordinarily be delivered.

160. Parcels shall not be detained at the post office at which they are posted for a period exceeding one day.

161. Parcels received from abroad shall not be detained at the post office at the port of arrival for a period exceeding two days exclusive of the day on which the mail steamer reaches such port :

Provided that nothing in this rule shall prevent any further detention at the port of arrival that may be necessary for the purposes of customs examination or enquiries.

162. Subject to the limitations expressed in rules 160 and 161, parcels shall be delivered at such times and by such deliveries as the Director-General of the Post Office may direct.

## VII.—DETENTION AND DISPOSAL OF UNDELIVERED POSTAL ARTICLES.

### (a) *At the post office of address.*

163. An undelivered postal article the addressee of which cannot be found, shall ordinarily remain in the post office to which it was addressed—

- (1) for a period of three weeks from the date on which it reached the post office, when that office is a head office ;
- (2) for a period of ten days from the date on which it reached the post office, when that office is a sub-office ;
- (3) for a period of seven days from the date on which it reached the post office, when that office is a branch office.

Provided that—

- (a) an undelivered postal article, on which the words “ Poste Restante,” “ To await arrival ” or similar instructions have been written, shall remain in the post office to which it was addressed—
  - (i) for a period of four months from the date on which it reached the post office if the office is at a Presidency or seaport town ;
  - (ii) for a period of one month in all other cases :
- (b) an undelivered postal article shall ordinarily not remain in a post office to which it has been re-directed, after it has been ascertained that the addressee cannot be found :
- (c) an undelivered telegram which is in course of transmission by post, shall remain in the post office to which it was addressed, for a period of three days from the date on which it reached that office.

164. An undelivered postal article, of which the addressee has refused to take delivery, shall not be detained in the post office to which it was addressed.

### (b) *In the office of the Postmaster-General.*

165. Packets containing printed papers, obviously without value, such as trade circulars and price lists, which cannot be disposed of under section 38 of the Act, may be disposed of forthwith by being sold as waste paper or destroyed.

166. Postcards which cannot be disposed of under section 38 of the Act shall be detained for a period of one month, on the expiration of which they may be destroyed by being burnt.

167. Book packets, other than the packets mentioned in rule 165, newspapers and pattern packets, which cannot be disposed of under section 38 of the Act, shall be detained for a period of three months, on the expiration of which they may be disposed of by being sold or destroyed. Magazines, periodicals and newspapers may, at the option of the Postmaster-General, be used for any public purpose.

168. Subject to the provisions of section 39, proviso (b), of the Act, parcels which cannot be disposed of under section 38, shall be detained for a period of three months, on the expiration of which the contents, if of no saleable value, may be destroyed.

169. Letters which cannot be disposed of under section 38 of the Act, shall be detained for a period of six months, on the expiration of which they shall be destroyed by being burnt.

170. Nothing in these rules shall prevent the immediate destruction of any postal article in exercise of the powers conferred by section 23, subsection (3), of the Act.

#### VIII.—COMPLAINTS AGAINST THE POST OFFICE AND THE TELEGRAPH DEPARTMENT.

171. Letters containing complaints against the Post Office or the Telegraph Department may be transmitted by the inland post, free of postage, provided that they are addressed to a postal or telegraph officer and provided that it is certified on the cover under the full signature of the sender, that they are complaints against the Post Office or the Telegraph Department, as the case may be.

#### IX.—GRATUITIES TO BE PAID TO MASTERS OF SHIPS.

172. With effect from the first day of April, 1908, gratuities shall be payable to the masters of ships, not being mail ships, in respect of postal articles received by them for conveyance on behalf of the Post Office, at the following rates, namely :—

					<i>R</i>	<i>a.</i>	<i>p.</i>	
Letters and postcards	.	.	.	.	1	3	0	per pound.
Packets	.	.	.	.	0	2	0	per pound.
Parcels	.	.	.	.	0	1	0	per pound or part of that weight.

NOTE.—As regards letters and postcards or packets, for a lower or higher weight than one pound the gratuity payable shall be proportionately lower or higher, as the case may be.

173. The gratuities shall be payable at the time when the mail bags are made over to the masters of the ships by which they are to be conveyed, and on the granting of a receipt for the bags in the form below :

*Received from the Postmaster—  
the following mail bags :—*

From	To	No.	REMARKS.
Total (in figures and words)			

Dated A. M. \_\_\_\_\_ 19 . P. M. \_\_\_\_\_ Master \_\_\_\_\_

N.B.—When one form is not sufficient for all the entries, the forms which are used must be numbered in consecutive order, and the word "Last" must be written at the top of the last form. S. S. " \_\_\_\_\_ "

**X.—AUTHORISING POSTAL OFFICIALS TO SEARCH FOR AND TO INTERCEPT CERTAIN PROHIBITED ARTICLES.**

174. The postmaster, the deputy postmaster and the assistant postmaster at Rangoon and the postmaster at Akyab are empowered to search or cause search to be made, for any ganja, bhang, charas and every preparation and admixture of the same the bringing or taking of which by sea or land into or out of Burma is prohibited, in course of transmission by post to any place in Burma. The said officers shall deliver all such ganja, bhang, charas and every preparation and admixture of the same found to the officer for the time being in charge of the Excise Administration of the Rangoon town or the Akyab district, as the case may be ; and such ganja, bhang, charas and every preparation and admixture of the same shall be disposed of in accordance with the rules for the time being in force relating to ganja, bhang, charas and every preparation or admixture of the same, confiscated under the provisions of the Excise Act, 1896 (XII of 1896).

175. The officers noted in the margin are empowered to search, or cause

(1) The mail officer for the time being in charge of the Bombay-Aden Sea Post Office.

(2) The Postmaster and the Deputy Postmaster at Karachi.

(3) The Presidency Postmaster, the Deputy Postmaster and the Assistant Postmasters at Bombay.

(4) The Presidency Postmaster, the Deputy Postmaster and the Assistant Postmasters at Madras.

(5) The Postmaster and Deputy Postmaster at Tuticorin.

(6) The Presidency Postmaster, the Deputy Postmaster and the Assistant Postmasters at Calcutta.

(7) The Postmaster, the Deputy Postmaster and the Assistant Postmasters at Rangoon.

(8) The Postmaster at Akyab.

(9) The Postmaster at Negapatam.

search to be made, for any cocaine and "novocain," the bringing of which by sea or by land, into British India is prohibited, in course of transmission by post to any place in British India. The said officers shall deliver all such cocaine and "novocain" found to the nearest officer for the time being

in charge of the Excise Administration, and such cocaine and "novocain" shall be disposed of in accordance with the rules for the time being in force relating to cocaine and "novocain" confiscated under the provisions of the Excise Law in force for the time being in the part of British India in which the actual delivery of the cocaine and "novocain" so found was made to the Excise officer aforesaid.

176. The officers noted in the margin are empowered to search, or

(1) The Presidency Postmaster, Deputy Postmaster and Assistant Postmasters at Bombay.

(2) The Postmaster, Belgaum (Bombay).

(3) The Assistant Mail officers, Bombay-Aden Sea Post Office.

(4) The Postmaster and Deputy Postmaster of Karachi.

(5) The Postmaster of Quetta (for articles for Seistan and Khorasan in Persia).

(6) The Presidency Postmaster, Deputy Postmaster and Assistant Postmasters at Madras.

(7) The Postmaster and Deputy Postmaster at Tuticorin.

(8) The Postmaster, Negapatam.

(9) The Postmaster, Pondicherry.

(10) The Postmaster, the Deputy Postmaster and the Assistant Postmasters at Rangoon.

(11) The Presidency Postmaster, the Deputy Postmaster and the Assistant Postmasters at Calcutta.

cause search to be made, for birds' skins and feathers in course of transmission by post to any place out of British India, the taking of which by sea or by land out of British India is prohibited. The said officers shall deliver all such skins and feathers found to the nearest Collector of Customs.

177. The postmaster, the deputy postmaster and the assistant postmasters at Rangoon and the postmaster at Akyab are empowered to search, or cause search to be made, for any opium, the bringing or taking of which by sea or land into or out of Burma except the Shan States, is prohibited, in course of transmission by post to any place in Burma. The said officers shall deliver all such opium found to the officer for the time being in charge of the Opium Administration of the Rangoon town or the Akyab district as the case may be; and such opium shall be disposed of in accordance with the rules for the time being in force relating to opium confiscated under the provisions of the Opium Act, 1878 (I of 1878).

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## THE GOVERNMENT SAVINGS BANK ACT, 1873.

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### DEPOSITS BELONGING TO THE ESTATE OF DECEASED PERSONS..

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### DEPOSITS BELONGING TO MINORS.

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| <ol style="list-style-type: none"><li>10. Payment of deposits to minor or guardian.</li></ol> | <ol style="list-style-type: none"><li>11. Legalisation of like payments heretofore made.</li></ol> |
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### DEPOSITS BELONGING TO LUNATICS.

12. Payment of deposits belonging to lunatics.

### DEPOSITS MADE BY MARRIED WOMEN.

13. Payment of married women's deposit.

### RULES.

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-

## APPENDIX No. 3.

## The Government Savings Bank Act, 1873.

ACT No. V OF 1873.

*(Received the Governor-General's assent on the 28th January, 1873.)*

An Act to amend the Law relating to Government Savings Banks.

WHEREAS it is expedient to amend the Law relating to the payment of Preamble.  
deposits in Government Savings Banks; It is hereby enacted as follows:—

*Preliminary.*

1. This Act may be called "The Government Savings Banks Act, 1873." Short title.

It extends to the whole of British India.

[*Repealed by Act XVI of 1874.*]

2. [*Repealed by Act XII of 1873.*]

3. In this Act—

"Depositor" means a person by whom, or on whose behalf money has been heretofore, or shall be hereafter, deposited in a Government Savings Bank; and "deposit" means money so deposited:

"Secretary" includes every person empowered to manage a Government Savings Bank; and

"Minor" means a person who has not completed the age of eighteen years.

*Deposits belonging to the Estates of Deceased Persons.*

4. If a depositor dies, leaving in a Government Savings Bank a sum of money not exceeding one thousand rupees,

and if probate of his will or letters of administration of his estate, or a certificate granted under Act No. XXVII of 1860\* (*for facilitating the collection of debts on successions, and for the security of parties paying debts to the representatives of deceased persons*) is not produced to the Secretary of such Bank within three months of the death of the said depositor,

the Secretary of such Bank may pay the said sum of money to any person appearing to him to be entitled to receive it, or to administer the estate of the deceased.

5. Such payment shall be a full discharge from all further liability in respect of the money so paid:

\* Act No. XXVII of 1860 has been repealed by Act No. VII of 1889.

Local extent.

Commence-  
ment.

Repeal of Act  
XXVI of 1855.

Interpreta-  
tion-clause.  
"Depositor."

"Deposit."

Payment on  
death of  
depositor.  
XXVII of  
1860.

Payment to  
be a  
discharge.

Saving of  
right of exe-  
cutor.

But nothing herein contained precludes any executor or administrator, or other representative of the deceased, from recovering from the person receiving the same the amount remaining in his hands, after deducting the amount of all debts or other demands lawfully paid or discharged by him in due course of administration.

Saving of  
right of cre-  
ditor.  
XXVI of  
1855.

And any creditor or claimant against the estate of the deceased may recover his debt or claim out of the money paid under this Act, or the said Act No. XXVI of 1855,\* to any person, and remaining in his hands unadministered, in the same manner and to the same extent as if the latter had obtained letters of administration of the estate of the deceased.

Security for  
due adminis-  
tration.

6. The Secretary of any such Bank may take such security as he thinks necessary from any person to whom he pays any money under section 4 for the due administration of the money so paid,

and he may assign the said security to any person interested in such administration.

Power to  
administer  
oath.

7. For the purpose of ascertaining the right of the person claiming to be entitled as aforesaid, the Secretary of any such Bank may take evidence on oath or affirmation according to the law for the time being relating to oaths and affirmations.

Penalty for  
false state-  
ments.  
XLV of 1860.

Any person who, upon such oath or affirmation, makes any statement which is false, and which he either knows or believes to be false or does not believe to be true, shall be deemed guilty of an offence under section 193 of the Indian Penal Code.

Deposit when  
excluded in  
computing  
court-fees.  
VII of 1870.

8. Where the amount of the deposit belonging to the estate of a deceased depositor does not exceed one thousand rupees, such amount shall be excluded in computing the fee chargeable, under the Court Fees Act, 1870, on the probate, or letters of administration, or certificate (if any), granted in respect of his property :

Provided that the person claiming such probate or letters or certificate shall exhibit to the Court authorised to grant the same a certificate of the amount of the deposit in any Government Savings Bank belonging to the estate of the deceased. Such certificate shall be signed by the Secretary of such Bank, and the Court shall receive it as evidence of the said amount.

Act not to  
apply to  
deposits be-  
longing to  
estates of  
European  
soldiers or  
deserters.

9. Nothing hereinbefore contained applies to money belonging to the estate of any European officer, non-commissioned officer, or soldier dying in Her Majesty's service in India, or of any European who, at the time of his death, was a deserter from the said service.

#### *Deposits belonging to Minors.*

Payment of  
deposits to  
minor or  
guardian.

10. Any deposit made by, or on behalf of, any minor, may be paid to him personally, if he made the deposit, or to his guardian for his use, if the deposit was made by any person other than the minor, together with the interest accrued thereon.

\* Repealed by this Act, Section 2.



The receipt of any minor or guardian, for money paid to him under this section, shall be sufficient discharge therefor.

11. All payments of deposits heretofore made to minors or their guardians by any Secretary of a Government Savings Bank shall be deemed to have been made in accordance with law.

Legalisation of like payments heretofore made.

*Deposits belonging to Lunatics.*

12. If any depositor becomes insane or otherwise incapable of managing his affairs, and if such insanity or incapacity is proved to the satisfaction of the Secretary of the Bank in which his deposit may be,

Payment of deposits belonging to lunatics.

such Secretary may, from time to time, make payments out of the deposit to any proper person,

and the receipt of such person, for money paid under this section, shall be a sufficient discharge therefor.

Where a Committee or Manager of the depositor's estate has been duly appointed, nothing in this section authorises payments to any person other than such Committee or Manager.

*Deposits made by Married Women.*

13. Any deposit made by or on behalf of a married woman, or by or on behalf of a woman who afterwards marries, may be paid to her, whether or not the Indian Succession Act, 1865, section 4, applies to her marriage; and her receipt for money paid to her under this section shall be a sufficient discharge therefor.

Payment of married women's deposits. X of 1865.

*Rules.*

14. All certificates under section 8, and all payments under section 10, section 12 or section 13, shall be respectively granted and made by the Secretary of the Bank, subject to such rules consistent with this Act as the Governor-General in Council may, from time to time, prescribe.

Rules regulating certificates under section 8, and payments under section 10, 12 or 13.

## CONTENTS OF APPENDIX No. 4.

### RULES FOR THE TREATMENT OF MOBILIZATION AND RESERVIST COVERS, AND FOR THE ADJUSTMENT OF CHARGES INCURRED FOR THE DELIVERY OF MOBILIZATION COVERS THROUGH SPECIAL MESSENGERS.

#### TREATMENT OF MOBILIZATION AND RESERVIST COVERS.

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| <ol style="list-style-type: none"><li>1. Mobilization and Reservist covers presented for despatch.</li><li>2. Mobilization and Reservist covers received for delivery.</li><li>3. Instructions to special messengers employed to deliver Mobilization covers.</li><li>4. Delivery of Mobilization and Reservist covers.</li><li>5. Action to be taken if addressee has changed his residence or will be absent for a week or more.</li><li>6. Revised address to be reliable and complete.</li></ol> | <ol style="list-style-type: none"><li>7. Action to be taken if addressee is temporarily absent and his revised address is not known.</li><li>8. Procedure to be followed by village postman on his next visit in respect of covers disposed of under the preceding rule.</li><li>9. Procedure to be followed at the post office on return of covers under the preceding rule.</li><li>10. Unclaimed and redirected Mobilization and Reservist covers.</li></ol> |
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#### PAYMENT AND ADJUSTMENT OF CHARGES INCURRED FOR THE DELIVERY OF MOBILIZATION COVERS THROUGH SPECIAL MESSENGERS.

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|--|--|
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16. Charges debitable to Military Department.
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## APPENDIX No. 4.

## Rules for the treatment of Mobilization and Reservist covers, and for the adjustment of charges incurred for the delivery of Mobilization covers through special messengers.

### Treatment of Mobilization and Reservist covers.

1. Mobilization and Reservist covers presented for despatch.—Mobilization notices to native soldiers on leave or furlough and notices to reservists, issued by Officers Commanding native regiments, will be presented at the post office enclosed in special large *light-yellow* and *orange* covers, respectively, conspicuously marked "MOBILIZATION" or "RESERVIST" and duly franked by the Commanding Officers. Such covers, which should bear service stamps in full payment of the postage at official rates, *plus* the usual registration fee of two annas, should be registered for despatch under the ordinary rules.

II. When a Mobilization or Reservist cover is addressed to a village of which there are two or more of the same or a similar name, special care should be taken to see that the address includes the name of the thanah and district in which the village is situated, otherwise serious delay may occur by the article being sent to a wrong village.

NOTE.—In the case of notices to reservists, a list in detail will be presented at the time of posting, and each page of the list should, after check with the notices, be stamped with the date-stamp and signed by the registration clerk. The signature should be written in full and care should be taken that it is legible. The stamped and signed list should be made over to the person who presented it with the usual receipts for the registered articles.

2. Mobilization and Reservist covers received for delivery.—Mobilization and Reservist covers received for delivery should be sent out without any avoidable delay.

II. The following procedure should be observed in respect of each class of covers in the circumstances stated below :—

(a) *In the case of a Mobilization cover.*—If the village postman, by whom in the ordinary course the cover would be delivered, is away on his beat, or if he is not expected to be able to deliver it within three days of his departure from the office, or if the cover is addressed to a village which is not served by any post office, a special messenger should be employed to take out the article as soon after its receipt as possible. Head, sub and branch postmasters will be held responsible that reliable messengers are employed, *i.e.*, men who are known to them, and who can be readily found afterwards should any complaint of delay or non-delivery be made.

(b) *In the case of a Reservist cover.*—If the village postman, to whom in the ordinary course the cover would be made over for delivery, is absent on his beat, the article should be kept in deposit till his return. If the Reservist cover is detained for more than three days, a special report should be made to the divisional superintendent, who will satisfy himself that the article was not subjected to unnecessary detention.

NOTE 1.—When a Mobilization cover has to be sent to a branch office which is in charge of a branch postmaster who does not know English or Urdu, the note printed at the foot of the cover, to the effect that if the village postman is absent the cover is to be delivered by a special messenger, without charge to the addressee, should be conspicuously written on the cover, in red ink, by the account office in the vernacular known by the branch postmaster.

NOTE 2.—When a Reservist cover has to be sent to a branch office which is in charge of a branch postmaster who does not know English, the word "Reservist" should be conspicuously written on the cover, in red ink, by the account office in the vernacular known by the branch postmaster.

3. Instructions to special messengers employed to deliver Mobilization covers.—Before the special messenger employed to deliver a Mobilization cover leaves the office, he should, as in the case of a postman or village postman, be required to grant a receipt for the Mobilization cover in the branch office summary, registered abstract or branch office journal, as the case may be. He should also be carefully instructed how to obtain a proper receipt for the cover, and what he should do in the event of the addressee not being found in the village on account of his having changed his residence, or of his prolonged or temporary absence from the village when his revised address is, or is not, known.

4. Delivery of Mobilization and Reservist covers.—Mobilization and Reservist covers should be delivered under receipt, the signature or mark of the addressee on the receipt being attested by the signature of the village headman, the village accountant, school master or any respectable witness known to the postman, village postman or special messenger who delivers the cover.

5. Action to be taken if addressee has changed his residence or will be absent for a week or more.—If the addressee of a Mobilization or Reservist cover has changed his residence or is absent from the village and is not expected back for a period of a week or more, a remark to this effect should be recorded in the village postman's register. This remark should be attested by the signature or seal of the headman of the village or, in his absence, of the village accountant or any other village official. If the revised address of the addressee can be obtained, full particulars thereof should be noted on the cover and in the last column of the village postman's register. The article should then be taken back to the post office and disposed of according to the revised address without delay.

II. In the case of a Mobilization cover entrusted to a special messenger, the remark about the absence of the addressee, and his revised address, should be recorded by the headman of the village or, in his absence, by any other village official, on the back of the registered article receipt.

6. Revised address to be reliable and complete.—The revised address recorded by the village postman on a Mobilization or Reservist cover must

be reliable and complete. Every case in which an incorrect, or incomplete revised address has been recorded by a village postman should be brought to the notice of the superintendent, who will take notice of the conduct of the official in fault.

7. Action to be taken if addressee is temporarily absent and his revised address is not known.—If a person to whom a Mobilization or Reservist cover is addressed is *temporarily* absent from the village, and his revised address is not known, the article should be made over to the headman of the village, and his signature or mark, attested by the signature of a respectable witness, taken on the registered article receipt. If the headman is not present in the village, the letter should be delivered to the village accountant or any other village official in the manner described in this rule. If delivery is effected in this way by the village postman himself, the signature or mark of the headman, village accountant or other village official, as the case may be, should be taken in his register also, and he should note in his register the designation and address of the officer by whom the registered cover is franked.

II. If delivery of a Mobilization cover is effected in this way by a special messenger, the sub-account clerk, or sub or branch postmaster, as the case may be, should inform the village postman concerned on his return to the office, of the particulars of the cover. The village postman should note these particulars in his register for the purpose of rule 8.

NOTE.—In all cases when a Mobilization or Reservist cover is delivered to the headman of the village, the village accountant, or any other village official in the absence of the addressee, a notice in the prescribed form should be sent to the sender as laid down in rule 10.

8. Procedure to be followed by village postman on his next visit in respect of covers disposed of under the preceding rule.—If a Mobilization or Reservist cover, delivered to the headman of the village or, in his absence, to the village accountant or any other village official under the preceding rule, has remained undelivered to the addressee for a week owing to his not having returned to the village, or to some other cause, the village postman will, on his first visit to the village after expiry of this period, take back the article and grant a receipt for it, in manuscript, to the village officer and make an entry in his register showing why the article has not been delivered. On his return to the post office, the village postman should hand over the article to the sub-account clerk, or sub or branch postmaster, as the case may be, who will give a receipt for it in the village postman's register.

II. If the revised address of the native soldier can be obtained from the headman of the village, or any other village official, full particulars of it should be given in the last column of the village postman's register, in which should also be shown the date on which the letter was given to the headman of the village or other village official, the date on which it was returned by him, and the date on which it was returned by the village postman to the post office. These entries should be checked and attested by the sub-account clerk, or sub or branch postmaster.

9. Procedure to be followed at the post office on return of covers under the preceding rule.—The sub-account clerk, or sub or branch postmaster will, in the case of every Mobilization or Reservist cover which was made over to the headman of a village or other village official and has been brought back undelivered, note on the receipt the cause of non-delivery. The village officer's signature on the receipt should be scored out, and the receipt should be attached to the article. Branch postmasters who have already sent the registered article receipt to their account office will forward the article by first mail to the account office and note on the reverse of the branch office daily account and in the branch office journal why it has not been delivered.

10. Unclaimed and redirected Mobilization and Reservist covers.—Unclaimed registered covers marked "MOBILIZATION" or "RESERVIST" should be disposed of under the ordinary rules except that as soon as it is found that such a cover is undeliverable, intimation in the form given below, on a postal service postcard,\* should be sent addressed to the officer by whom the cover is franked, a note being made in the error book :—

### Mobilization or (Reservist) Intimation.

"I have the honour to inform you that registered cover No. \_\_\_\_\_ dated \_\_\_\_\_ posted at \_\_\_\_\_ containing a Mobilization (or Reservist) Notice addressed to \_\_\_\_\_ has not been delivered for the reason stated below :—

*(Here state cause of non-delivery, such as the temporary absence of the addressee from the village or the addressee having changed his residence without leaving particulars, etc.)"*

II. If the Mobilization Reservist cover is to be redirected, the revised address of the addressee should be legibly recorded in red ink both in English and vernacular on the cover, and the article should be despatched by the first outgoing mail, like an ordinary redirected registered article. An intimation in the form given in the preceding paragraph should be sent to the sender, the following being entered as the reason why the cover has not been delivered :—

"The cover has been redirected to \_\_\_\_\_ where the addressee is said to have gone."

NOTE.—Branch postmasters who do not know English should, when returning a Mobilization or Reservist cover to the account office, note on the reverse of the branch office daily account the reason why it has not been delivered and in such cases the account office will issue the intimation to the sender.

### Payment and adjustment of charges incurred for the delivery of Mobilization covers through special messengers.

11. Payment of charges for delivery of Mobilization covers by special messengers.—The charges for the delivery of Mobilization covers through

\* The form of intimation printed on postal service postcards is a standard form of the *Post Office Manual* (R.-8) and is obtainable on indent in the usual way.

special messengers should be paid on the return of the messenger with the signed receipt or, in the case of non-delivery, with the undelivered article. These charges should if paid at a head office be met from the permanent advance for contingencies, and if paid at a sub or branch office be treated as miscellaneous (unclassified) payments.

12. Receipts to be taken from messengers for charges paid.—The receipts taken from messengers for hire paid for the delivery of Mobilization notices should contain a record of the date and hour when the Mobilization cover was made over to the special messenger, and of the date and hour when the messenger returned to the post office with the addressee's receipt or the undelivered article.

13. Statement of charges incurred on account of employment of special messengers.—Before sending out a Mobilization cover for delivery by a special messenger, the head, sub or branch postmaster should fill in the necessary particulars regarding the cover in the prescribed form of statement, a specimen of which is appended to these rules.

II. In the case of charges incurred by a head office other than a first class head office, the postmaster, at the end of each month, should certify at the foot of the statement:—

- (1) that all charges incurred by his office during the month have been included in the statement;
- (2) that special messengers were not unnecessarily employed, and
- (3) that the Mobilization covers were sent out within twelve hours after receipt.

The statement, together with the receipt taken from the special messengers and the village postman's visit book and register, should then be sent to the postal inspector of the sub-division.

III. In the case of charges incurred by a sub or branch office, the sub or branch postmaster should, at the end of the month, sign the certificate at the foot of the statement and submit the same, together with the receipts taken from the special messengers and the village postman's visit book and register, to the postal inspector of the sub-division. Charges incurred so late in the month that their cost will appear in the accounts of the office for the next month, should be shown in the next month's statement. In sub-offices the statements should show the charges incurred on the dates which are included in the sub-office account for the same month.

NOTE.—The postmaster of a first class head office should submit the statement of charges incurred in his own office direct to the Postmaster-General with the monthly post office contingent bill for the month in which the charges are shown.

14. Statements to be checked by inspector.—It will be the duty of the inspector to see, by an examination of the registers and visit books of village postmen, that the village postman was actually away on his beat on the day the Mobilization cover was received at the office, or that he could not have effected delivery of the cover within three days of its receipt at the office, and that the amount paid is reasonable with regard to the distance of the village at which delivery had to be effected. After applying

these checks, the inspector will sign the certificate on each statement and send all the statements received from the head, sub and branch offices in his sub-division, together with the receipts taken from the special messengers, to the superintendent for countersignature and transmission to the head postmaster. The village postmen's visit books and registers when no longer required should be returned to the head, sub or branch office from which they were received.

15. Statements to be countersigned by superintendent.—The superintendent will check and countersign the statements received through the inspectors and will send them, with the payees' receipts, to the head office as early as possible. The special charges incurred for the delivery of Mobilization covers should be drawn on separate abstract contingent bills and included in separate monthly post office contingent bills, headed "Debitable to Military Department;" these separate bills should be forwarded together with the vouchers relating to them to the Postmaster-General for countersignature.

16. Charges debitable to Military Department.—The special charges incurred for the delivery of Mobilization covers will be debited to the Military Department.

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## Appendix No. 4.

## Form 1.

Statement of charges incurred by the \_\_\_\_\_ post office on account of employment of special messengers for delivery of Mobilization covers, during the month of \_\_\_\_\_ 19 .

1		2	3	4	5	6	7
No. and date of Mobilization cover.		Designation of officer by whom the cover is franked and name of office of posting.	Name and address of addressee, as given on the Mobilization cover.	Date of receipt in office.	Amount paid.	Distance of the village from the post office.	Remark showing dates on which the village postman went out on his beat and returned to the post office on each trip during the month.
No.	Date.						

Certified that all charges incurred by this office during the month have been included in the statement, that special messengers were not unnecessarily employed, and that the Mobilization covers were sent out for delivery within twelve† hours after receipt.

Head Postmaster.

Date \_\_\_\_\_ 19 .

\* I certify that an examination of the village postmen's books shows that the men were not proceeding on their beats in the direction of the villages for which Mobilization covers were sent out by special messengers.

Inspector,  
\_\_\_\_\_ Sub-Division.

Date \_\_\_\_\_ 19 .

Certified that the covers were sent out for delivery within twelve† hours after receipt.

Sub- or branch postmaster.

Date \_\_\_\_\_ 19 .

\* In the case of first class head offices, this certificate is not required.

† If, in any case, it was not practicable to send out the covers within 12 hours after receipt, the reason for this should be stated and the certificate modified accordingly.

## CONTENTS OF APPENDIX No. 5.

### RULES RELATING TO THE PROCEDURE TO BE FOLLOWED WHEN THE STATUS OF A POST OFFICE IS CHANGED OR WHEN A POST OFFICE IS CLOSED.

#### GENERAL.

- |  |  |
|--|--|
| 1. Change in the status of a post office.                                    | 3. The procedure regulating changes in status of post offices. |
| 2. Changes in the status of post offices involving the transfer of balances. |  |

#### WHEN A HEAD OFFICE IS CONVERTED INTO A SUB-OFFICE.

4. The points to be considered when a head office is converted into a sub-office.

#### (a) What A should do before the conversion.

- |   |   |
|---|---|
| 5. The head office to incorporate in its accounts the transactions of sub and branch offices. | 8. Preparation of lists of dead accounts which are to be transferred.               |
| 6. The head office monthly cash account to be closed without a balance.                       | 9. Preparation of list of unsold British postal orders which are to be transferred. |
| 7. Preparation of lists of savings bank accounts which are to be transferred.                 |   |

#### (b) What A should do after the conversion.

- |   |   |
|---|---|
| 10. The balances to be brought forward by the new sub-office. | 12. How savings bank transactions are to be recorded before receipt of intimation of the change of numbers. |
| 11. Sub-savings bank journal to be opened.                    | 13. Supply of British postal orders.  |

#### (c) What B should do.

- |   |  |
|---|--|
| 14. Credit of opening balances of sub-offices and of the amounts in transit.                            | 16. Lists of dead accounts to be submitted to the Comptroller. |
| 15. Entries in savings bank journal and ledgers and submission of lists of accounts to the Comptroller. | 17. Issue of pass-books and entry of new numbers.              |
|   | 18. Entry of British postal orders in stock book.              |

#### (d) What the sub-offices transferred from A and placed under B's (or any other head office) should do.

- |   |  |
|---|--|
| 19. Preparation and submission of daily accounts.   | 21. Old numbers to be used until receipt of intimation of the new numbers. |
| 20. Entries of numbers of savings bank accounts in savings bank journal, pass-book and other documents. | 22. Supply of British postal orders.                                       |

WHEN A SUB-OFFICE IS CONVERTED INTO A HEAD OFFICE.

23. The points to be considered when a sub-office is converted into a head office.

(a) *What A should do.*

- |  |  |
|--|--|
| 24. Inclusion of the transactions of all sub-offices up to date of transfer in accounts of the head office | 25. Preparation of list of savings bank accounts which are to be transferred.<br>26. Stock of British postal orders to be withdrawn. |
|--|--|

(b) *What B should do.*

- |   |  |
|---|--|
| 27. Opening of accounts and crediting of balances.<br>28. Entries in savings bank journal and ledger and submission of list to the Comptroller. | 29. Issue of pass-books and entry of new numbers.<br>30. Supply of British postal orders to be obtained. |
|---|--|

(c) *What the sub-offices transferred from A and placed under B should do.*

31. Procedure to be followed by sub-offices when transferred and placed under a newly converted head office.

TRANSFER OF A SUB-OFFICE FROM THE JURISDICTION OF ONE HEAD OFFICE TO THAT OF ANOTHER.

32. Procedure to be followed by sub-offices when their head office is changed.

(a) *What the transferring head office A should do.*

- |   |   |
|---|---|
| 33. The head office to incorporate in its accounts the transactions of sub-offices and maintain supplementary accounts. | 34. Preparation of lists of savings bank accounts and the closing of accounts in the ledger.<br>35. Stock of British postal orders to be withdrawn. |
|---|---|

(b) *What B should do.*

- |   |   |
|---|---|
| 36. Credit of the opening balances of sub-offices and of the amounts in transit.<br>37. Entries in journal and ledger from list of savings bank accounts. | 38. Issue of new pass-books and entry of numbers.<br>39. Old numbers to be used until receipt of intimation of new numbers.<br>40. Supply of British postal orders. |
|---|---|

(c) *What the sub-office should do.*

41. Procedure to be followed by sub-offices when transferred and placed under a newly converted head office.

ABOLITION OF, OR WITHDRAWAL OF SAVINGS BANK POWERS FROM, A SUB OR BRANCH OFFICE.

(a) *Procedure of the sub-office.*

- |   |  |
|---|--|
| 42. Balance to be remitted to the head office.<br>43. Depositors to be communicated with when a sub-savings bank is to be abolished or its savings bank powers withdrawn. | 44. Entries in pass-books.<br>45. Undelivered money orders and stock of British postal orders to be returned to the head office. |
|---|--|

*(b) Procedure of the Head Office to which the sub-offices were subordinate.*

- |  |  |
|--|--|
| 46. Credit of sub-office balance in head office.   | 48. Transfer of savings bank accounts from one sub-office to a sub-office under another head office. |
| 47. Transfer of savings bank accounts from one sub-office to another under the same head office. |  |

*(c) Procedure of the new head office.*

- |   |   |
|---|---|
| 49. Entries in ledger from the lists of accounts. | 50. Issue of pass-books and communication of balance, name of depositor, and new number to sub-offices. |
|---|---|

*(d) Procedure of the new sub-savings bank.*

51. Entries in Sub-savings bank journal.
-

## APPENDIX No. 5.

**Rules relating to the procedure to be followed when the status of a post office is changed or when a post office is closed.****GENERAL.**

1. Change in the status of a post office.—Whenever it is considered necessary to change the status of a post office, it should always be arranged to give effect to the change from the beginning of a quarter. The 1st April is the most convenient date for the introduction of a change in the status of a head office, and the head of the circle should give the Comptroller at least a month's notice of his intention.

2. Changes in the status of post offices involving the transfer of balances.—The following changes in the status of post offices necessitate the transfer of balances and adjustment in the accounts of money order and savings bank transactions :—

- (a) Conversion of a head office into a sub-office.
- (b) Conversion of a sub-office into a head office.
- (c) Transfer of a sub-office from the jurisdiction of one head office to that of another.
- (d) Abolition of, or withdrawal of savings bank powers from, a sub or branch office.

3. The procedure regulating changes in the status of post offices.—The procedure regulating these changes is described in the following rules :—

**NOTE.**—As a general rule, in the case of these changes (except when savings bank powers are withdrawn from a sub-office), it is most important to complete the accounts of a month under the previous arrangements before commencing another month's accounts under the revised arrangements. For this purpose the sub-offices should send their daily accounts and money order lists up to and including the day previous to the change, to the existing head offices, and subsequently to the new head offices.

**When a head office is converted into a sub-office.**

4. The points to be considered when a head office is converted into a sub-office.—If a head office A is to be converted into a sub-office and placed under a head office B, with effect from a given date (say the 1st July), the points to be considered are :—

- (a) what A should do before the conversion,
- (b) what A should do after the conversion,
- (c) what B should do,
- (d) what the sub-offices transferred from A and placed under B (or any other head office) should do.

(a) *What A should do before the conversion.*

5. The head office to incorporate in its accounts the transactions of sub and branch offices.—The postmaster of A will incorporate in his head office cash book and cash account for June, the transactions of all his present sub-offices up to and including the 30th June, delaying the submission of the monthly cash account for the purpose. To do this all the sub-office daily accounts relating to the closing days of the month of June received in the head office A during the early part of July should form the subject of a supplementary sub-office summary for the 30th June, the totals of which will be carried into columns 3 and 10 of a supplementary page for the 30th June opened in connection with the head office cash book also. As there will be no figures in columns 2 and 4 or 9 and 11 of the supplementary page of the head office cash book, the figures shown in columns 3 and 10 of that page will be carried into columns 5 and 12 thereof. The totals of the previous days of the month will be brought forward in columns 6 and 13 and progressive totals made in columns 7 and 14. This will be repeated from day to day until all the sub-office transactions for June have been incorporated in the head office cash book. The postmaster of A should also recoup the permanent advance for contingencies held by him on the 30th June and credit the amount as well as other (if any) amounts kept out of account as "miscellaneous (unclassified) receipts" noting the fact at foot of the certificate of balances (rule 6).

6. The head office monthly cash account to be closed without a balance.—The monthly cash account of the head office A for June should close without a balance. This should be accomplished by charging off the balances as detailed in the certificate below which may exist at the head office and sub-offices on the 30th June as a transfer to the head office B. The entry should be made in column 12 against item 13 of the last supplementary page of the head office cash book for the month of June with a remark at foot of the page that the amount represents the account balance of the head office A and its sub-offices. The corresponding charge in the cash account should be detailed in the schedule of transfers and supported by a certificate in the following form :—

Certified that the following is the correct balance on the 30th June transferred to the head office B on the conversion of this office into a sub-office :—

	Cash.	Postage due on articles in deposit.	Postage stamps.	Other non-postal stamps.	TOTAL.
Head office A . . .					
Sub-offices (in detail) . .					
In transit (in detail) . .					
TOTAL . . .					

The above balances agree with—

- (i) The balance of the head office on the 30th June as ascertained by actual counting of the cash, the calculation of the postage due on articles in deposit, and of the value of postage stamps and other non-postal stamps and the balance of branch offices as shown in the branch office summary on 30th June.
- (ii) The balances of sub-offices, as shown in their daily accounts of the 30th June.
- (iii) The amounts actually in transit on the 30th June from the head office to its sub-offices, from the sub-offices to their head office and from one sub-office to another.
- (iv) The "cash in head office" includes the following items which were brought into account on the 30th June (*vide* rule 5) :—

	Ra.
(a) Undisbursed salaries returned by overseers .. .. .	.. .. .
(b) Permanent advance for contingencies .. .. .	.. .. .
(c) Value-payable money remaining in hand, being the total amount recovered from the addresses of value-payable articles after the closing of the money order journals , .. .. .	.. .. .
(d) Other items as detailed below :—	

A. B.,

Postmaster.

A copy of the certificate should be pasted on the lower portion of the postmaster's balance sheet appearing on the last supplementary page of head office cash book for the month of June in which the items (5), (6) and (7) will be *nil*; another copy should be sent to the postmaster of the head office B for information as soon as possible after the close of the month

NOTE 1.—If some of the sub-offices under A are placed under B, and some under another head office (say C), the balances of the former should be charged as remitted to B, and those of the latter as remitted to C. Two certificates of balances should be drawn up in the form prescribed above (the one showing the balances of A and of the sub-offices which are to be placed under B and the other showing the balances of the sub-offices which are to be transferred under C) and forwarded to the head offices concerned.

NOTE 2.—In the last supplementary page of the sub-office summary for June a note "Transferred to head office B" or "Transferred to head offices B and C" (as the case may be) should be made against the closing balances of the sub-offices.

7. Preparation of lists of savings bank accounts which are to be transferred.—On the day on which all the transactions at sub-offices during the month of June have been incorporated in the head office cash book for that month, lists must be prepared showing the numbers of savings bank accounts, names of depositors and balances of the accounts to be transferred to each head office, and these lists must be despatched to the new head office (or offices) on the same day. The accounts transferred will be closed in the ledger and entered in the journal (form S. B.-2) in the manner indicated in rule 758 of Volume I of the *Post Office Manual*, the name of the new head office (or offices) being noted against the entries. Advices of transfer need not be prepared.

8. Preparation of lists of dead accounts which are to be transferred.—A list of dead accounts transferred will similarly be prepared and despatched to the new head office (or offices) on the same day. No entries should, however, be made in the journal.

9. Preparation of list of unsold British postal orders which are to be transferred.—A list showing in full detail the number of unsold British postal orders in stock in the head office A and the offices subordinate to it on the evening preceding the date of conversion should be forwarded to the head office B for inclusion in its stock, and a copy of the list should also be forwarded to the Deputy Comptroller of the Circle Audit office concerned with a certificate endorsed on it that a copy of the list has been forwarded to the head office B. In the memo. of unsold orders submitted to the Audit office, under rule 727 of Volume I of the *Manual*, the orders in stock should be shewn as transferred to the head office B.

NOTE.—If the sub-offices under A are placed under two or more head offices, a separate list for each of the latter offices shewing the number of unsold British postal orders in stock in the several sub-offices to be transferred to it should be prepared and forwarded to the head office concerned, and a copy of each such list should be sent to the Deputy Comptroller, Post Office, within whose jurisdiction that head office is situated.

(b) *What A should do after the conversion.*

10. The balances to be brought forward by the new sub-office.—The sub-postmaster of A, in opening his accounts on the 1st July, will bring forward the working account balance of the late head office on the 30th June (including the balances of its branch offices, the postage, cash and stamps in transit between itself and its branch offices as shown in the branch office summary on the 30th June and the balance of the head office deposit account of that date and excluding the balances of its old sub-offices and the postage cash and stamps in transit between itself and its sub-offices or between any two of its sub-offices, as shown in the sub-office summary proper on the 30th June). The cash in hand will include the items (a), (b), (c) and (d), referred to in rule 6(iv) and out of these the amounts required for payment will be charged off in the new sub-office accounts as “unclassified payments” on 1st July.

11. Sub-savings bank journal to be opened.—The new sub-savings bank will open a sub-savings bank journal (form S. O.-15) and enter in it the accounts of depositors remaining in account with it as a sub-savings bank, the necessary details being taken from the ledger (form S. B.-1). The numbers given by the new head office B to the accounts opened at the new sub-office and communicated to the sub-office through the savings bank slips accompanying the *h. o. slips* (vide rule 15) should be entered by the sub-postmaster in red ink under the old numbers against the last entry relating to each depositor in his sub-savings bank journal (form S. O.-15) and subsequently the lower or new numbers of the accounts will be used for recording transactions in the journal and other documents. When a pass-book is first presented after the transfer, the sub-postmaster will enter the new number and the name of the new head office on it in red ink under the original entries, which should be scored through, and obtain a specimen of signature from each depositor,



and after having compared all the signatures with those originally furnished by the depositors which are in the specimen signature book of the late head office A, send them to the new head office.

12. How savings bank transactions are to be recorded before receipt of intimation of the change of numbers.—If before receipt of intimation of the change of numbers the sub-postmaster has received or repaid deposits on existing accounts, the transactions should be shown in the sub-office savings bank memoranda in the usual course, the original numbers being used. The necessary corrections will be made by the head office B in due course (*vide* rule 17).

13. Supply of British postal orders.—If the new sub-office is authorised to sell British postal orders, it will be supplied with a stock by the head office B (*vide* rule 18).

(c) *What B should do.*

14. Credit of opening balances of sub-offices and of the amounts in transit.—The head office B, in incorporating the sub-office accounts of the 1st July, will credit the opening balances as well as the amounts in cash and unpaid postage previously in transit from the old head office to the sub-offices but acknowledged by the latter in their daily accounts of the 1st July to the head “Transfers from other head offices.” The entry will appear in column 5 against heading 6 of the head office cash book for the 2nd July, and a few subsequent dates as the daily accounts come in, with necessary details at foot of each page, and the corresponding credit in the cash account will be detailed in the schedule of transfers. The head office B will also take the credits (or debits) in adjustment of remittances in transit to the same head as they appear in the subsequent sub-office daily accounts, and send a copy of the certificate received from the late head office A without delay to the Comptroller, Post Office, with an intimation that the amounts shown therein have been duly credited in his accounts for July. The new head office B will also show in its sub-office summary for the 2nd July, and a few subsequent dates as the daily accounts come in, the account balances of the new sub-offices placed under it in the column relating to closing balances, noting at the same time in the column of remarks, that the amount recorded against each sub-office was the actual account balance of the sub-office on the 1st July. As the total of the column in the sub-office summary relating to closing balances of sub-offices will include the balances of the new sub-offices, the necessary deductions will also be made in the balance sheet of the head office B for 2nd July and a few subsequent dates (*vide* entries under 6 in the sheet).

15. Entries in savings bank journal and ledgers and submission of lists of accounts to the Comptroller.—The list of savings bank accounts received from the late head office A will be accepted as an advice of transfer and the journal and the ledger written up from it in accordance with rule 760 of Volume I of the *Manual*. A copy of the list should be prepared and forwarded to the Comptroller, Post Office (noted in the s. b. voucher list), along with the journal in which the opening entries of the transfers are made; this will serve as an advice of transfer.

16. Lists of dead accounts to be submitted to the Comptroller.—The list of dead accounts will be despatched by the new head office to the Comptroller's office and a copy thereof kept in the head office. No action will be taken until application for the renewal of a dead account is received, when rule 786 of Volume I of the *Manual* will be observed. A fresh number will, however, be assigned to a re-opened dead account.

17. Issue of pass-books and entry of new numbers.—New pass-books will not be issued by the new head office, but new numbers will be given to the accounts opened at sub-offices and communicated to those offices through the savings bank slips. The original numbers in the new sub-office accounts referred to in rule 12 will be corrected by the head office B, when the items are transferred to journals. In cases of doubt regarding the identity of depositors the list received from the newly converted sub-office should be referred to.

18. Entry of British postal orders in stock book.—The stock of British postal orders held by the head office A should, on receipt of the list prescribed in rule 9, be added to the stock of the head office B as held in the newly converted sub-office and the other sub-offices which were subordinate to that office before its conversion, and should be shewn in the memo. of unsold orders submitted to the Audit office for the next month as received from the head office A. If the head office B is not authorised to hold a stock of British postal orders for sale, the required authority for this should be obtained from the Postmaster-General and the stock book should be opened in accordance with rule 723 of Volume I of the *Manual*.

NOTE.—If the sub-offices under A are placed under two or more head offices, each of those head offices should follow the procedure laid down in this rule on receipt of the list prescribed in rule 9. See the note to that rule.

(d) *What the sub-offices transferred from A and placed under B (or any other head office) should do.*

19. Preparation and submission of daily accounts.—The sub-offices should send their daily accounts up to 30th June to the head office A, making a manuscript remark "Sent to head office A" against the closing account balances on 30th June. In opening the accounts for 1st July (the day of the change), they should bring forward the closing account balances with a remark in manuscript "Received from the head office B" and from that day should send their daily accounts to the new head office B (*vide* note under rule 3).

NOTE.—If there are any cash remittances to be made or unpaid undeliverable articles to be returned during the closing days of June, which, if sent to the old head office, would reach it after the date of its conversion, they should be detained and sent with the first daily account to the new head office.

20. Entries of numbers of savings bank accounts in savings bank journal, pass-book and other documents.—The numbers given by the head office B to the accounts existing at the sub-office and communicated to the sub-office through the savings bank slips (rule 29) should be entered by the sub-postmaster in red ink under the old numbers against the last entry relating to each

depositor in the savings bank journal (form S. O.-15) and subsequently the lower or new numbers of the accounts will be used for recording transactions in the journal or other documents. When a pass-book is first presented after the transfer, the sub-postmaster concerned will enter the new number and the name of the new head office on it in red ink under the original entries, which should be scored through, and obtain a specimen of signature from each depositor and, after having compared all the signatures with the specimen signatures originally furnished by the depositors which are kept in the specimen signature book at the sub-offices, send them to the new head office.

21. Old numbers to be used until receipt of intimation of the new numbers.—If before receipt of intimation of the change of numbers the sub-postmaster has received or repaid deposits on existing accounts, he should show them in his savings bank memos, in the usual course, using the original numbers, the necessary corrections being made by the head office B in due course.

22. Supply of British postal orders.—If the sub-offices are authorised to sell British postal orders they will be supplied with a stock by the head office B (rule 30).

### When a sub-office is converted into a head office.

23. The points to be considered when a sub-office is converted into a head office.—If a sub-office X under a head office A is to be converted into a head office B from any date, say the 1st July, and certain sub-offices under A are placed under B, the following points are to be considered:—

- (a) what A should do,
- (b) what B should do,
- (c) what the sub-offices placed under B should do.

#### (a) What A should do.

24. Inclusion of the transactions of all sub-offices up to date of transfer in accounts of the head office.—The postmaster of A will incorporate in his head office cash book and cash account for June the transactions of all his present sub-offices (including X) up to and including the 30th June, delaying the submission of the monthly cash account for the purpose. To do this he should observe the procedure laid down in rule 6 respecting the maintenance of supplementary accounts for the 30th June, and no balance should be carried forward to the balance sheet of the head office cash book for the 1st July until the supplementary accounts for the 30th June have been closed. He will also charge off the balances which may exist on 30th June at the sub-office X as well as at the sub-offices which are to be placed in account with the new head office B as a transfer to B. The entry should be made in column 12 against item 13 of the last supplementary page of the head office cash book for the

month of June with the necessary remark at foot of the page. The corresponding charge in the cash account should be detailed in the schedule of transfer and supported by a certificate in the following form :—

Certified that the following is the correct balance on 30th June of the sub-office X as well as of the sub-offices which will be placed under B :—

	Cash.	Postage on articles in deposit.	Postage stamps.	Other non-postal stamps.	TOTAL.
Sub-offices (in detail) .					
In transit (in detail) .					
TOTAL .					

The above balance agrees with—

- (i) The balances of the sub-offices as shown in their daily accounts on 30th June.
- (ii) The amounts actually in transit between the head office A and sub-offices and between one sub-office and another on 30th June.

A. B.,  
Postmaster.

A copy of the certificate should be sent to the head office as soon as possible after the close of June.

**NOTE.**—In the last supplementary page of the sub-office summary for June a note “Transferred to head office B” should be made against the closing balances of the sub-office X as well as of the sub-offices to be transferred and the total of the balances of these sub-offices should be deducted from the total of the column relating to closing balances.

**25. Preparation of list of savings bank accounts which are to be transferred.**—On the day on which all the transactions during the month of June at the sub-office X and the sub-offices to be placed under the head office B have been transferred to the new head office B, a list of depositors in account with the sub-office which is to be converted, and sub-offices to be placed under the newly converted head office, showing the numbers of the accounts, the names of the depositors and the balances held by them, will be prepared and despatched to the new head office; the accounts thus transferred will be closed in the ledger and entered in the journal in the manner indicated in rule 758 of Volume I of the *Manual*, the name of the new head office being noted against the entries. Advices of transfer need not be prepared.

**NOTE.**—For dead accounts, see rule 8.

**26. Stock of British postal orders to be withdrawn.**—The stock of unsold British postal orders, if any, in the sub-offices should be withdrawn by the head office.

(b) *What B should do.*

27. Opening of accounts and crediting of balances.—The postmaster of the new head office B will open his accounts on 1st July by crediting the account balance of the late sub-office X to transfers from the head office A. On the 2nd July, and a few subsequent dates as the daily accounts come in, he will likewise credit the opening balances (for the 1st July) of the sub-offices now placed under the new head office B to transfers from the head office A. These entries will appear in column 5 against the heading 6 of the head office cash book for the 2nd July, and a few subsequent dates as the daily accounts come in, with necessary details at foot of each page, and the corresponding credit in the cash account will be detailed in the schedule of transfers. The postmaster will also take the credits (or debits) in adjustment of remittances in transit to the same head as they appear in the sub-office accounts; he should also send a copy of the certificate received from A without delay to the Comptroller, Post Office, with an intimation that the amounts shown therein have been duly credited in his accounts for July. The head office B will also show in its sub-office summary for the 2nd July, and a few subsequent dates as the daily accounts come in, the account balances of the new sub-offices placed under it in the column relating to closing balances, noting at the same time in the column of remarks, that the amount recorded against each sub-office was the actual account balance of the sub-office on the 1st July. The total of the column relating to closing balances should as usual be deducted in the balance sheet of the head office B for the 2nd July and a few subsequent dates (*vide* entries under 6 in the sheet).

28. Entries in savings bank journal and ledger and submission of list to the Comptroller.—The list of savings bank accounts received from the transferring head office will be accepted as an advice of transfer and the accounts entered in the journal and ledger in accordance with rule 760 of Volume I of the *Manual*. A copy of the list should be prepared and sent to the Comptroller, Post Office (noted in the voucher list), along with the journal in which the opening entries relating to the transfers are made.

NOTE.—For dead accounts, see rule 16.

29. Issue of pass-books and entry of new numbers.—New pass-books will not be issued, but new numbers will be given to the accounts opened at sub-offices and communicated to those offices through the savings bank slips. The original numbers in the sub-savings bank accounts referred to in rule 21 will be corrected by the head office B when the items are transferred to journals. In cases of doubt regarding the identity of depositors, the list received from the head office A (rule 25) should be referred to.

30. Supply of British postal orders to be obtained.—If the head office B and the sub-offices placed under it are authorised to sell British postal orders, a stock sufficient for its own use and the use of its sub-offices should be obtained, *vide* rule 692 of Volume I of the *Manual*, and the orders obtained for the sub-offices should be supplied to those offices.

(c) *What the sub-offices transferred from A and placed under B should do.*

31. Procedure to be followed by sub-offices when transferred and placed under a newly converted head office.—The sub-offices should observe the procedure described in rules 19 to 22.

### Transfer of a sub-office from the jurisdiction of one head office to that of another.

32. Procedure to be followed by sub-offices when their head office is changed.—If a sub-office X under a head office A is transferred to another head office B with effect from 1st July.

(a) *What the transferring head office A should do.*

33. The head office to incorporate in its accounts the transactions of sub-offices and maintain supplementary accounts.—The postmaster of A will incorporate in his head office cash book and cash account for June, the transactions of all his present sub-offices including the sub-office X up to, and including the 30th June, delaying the submission of the monthly cash account for this purpose. To do this he must follow the procedure laid down in rule 6 respecting the maintenance of supplementary accounts for the month of June, and no balance should be carried forward to the balance sheet for the 1st July until the supplementary accounts for June have been closed. He should also charge off the balance which may exist at the sub-office X on the 30th June as a transfer to the new head office B. The entry should be made in column 12 against item 13 of the last supplementary page of the head office cash book for the month of June with the necessary remark at foot of the page. The corresponding charge in the cash account should be detailed in the schedule of transfers and supported by a certificate in the following form :—

(Certified that the following is the correct balance on the 30th June of the sub-office X transferred to the head office B :—

	Cash.	Postage due on articles in deposit.	Postage stamps.	Other non-postal stamps.	TOTAL.
Sub-office . . .					
In transit . . .					
TOTAL .					

The above balance agrees with—

- (i) The balances of the sub-office X as shown in its daily account of the 30th June.
- (ii) The amounts actually in transit between the head office A and sub-office X and between any sub-office of A not transferred to B and the sub-office X on the 30th June.

A. B.,  
Postmaster.

A copy of this certificate should be sent to the head office B for information as soon as possible after the close of the month. (See also note under rule 24.)

34. Preparation of lists of savings bank accounts and the closing of accounts in the ledger.—On the day on which the transactions at the sub-office X during June have been transferred to the head office B a list of depositors' accounts opened at the sub-office showing the numbers of accounts, names of depositors and balances held by them should be furnished to the new head office; the accounts transferred will be closed in the ledger and entered in the journal in the manner indicated in rule 758 of Volume I of the *Manual*, the name of the new head office being noted against the entries—

NOTE.—For dead accounts, see rule 8.

35. Stock of British postal orders to be withdrawn.—If there is a stock of unsold British postal orders at the sub-office it should be withdrawn.

(b) *What B should do.*

36. Credit of the opening balances of sub-offices and of the amounts in transit.—The new head office B, in incorporating the sub-office accounts of the 1st July, will credit the opening balance of the sub-office to "Transfers from other head offices." The entry will appear in column 5 against the heading 6 of the head office cash book for the day on which the daily account of the sub-office X for the 1st July is received at the head office B with necessary details at foot of the page and the corresponding credit in the cash accounts will be detailed in the schedule of transfers. The postmaster will take the credits (or debits) in adjustment of remittances in transit to the same head as they appear in the sub-office accounts, and should send a copy of the certificate received from the former head office A without delay to the Comptroller, Post Office, with an intimation that the amounts shown therein have been duly credited in his accounts for July. The head office B will also show in its sub-office summary for the day on which the daily account for the 1st July from the sub-office X is received by it, the account balance of the new sub-office placed under it in the column relating to closing balances, noting at the same time, in the column of remarks, that the amount recorded against the sub-office was the actual balance of the sub-office on the 1st July. The total of the column relating to closing balances should as usual be deducted in the balance sheet of the head office B for the day on which the daily account of the 1st July from the sub-office X is received and incorporated in the S. O. summary.

37. Entries in journal and ledger, from list of savings bank accounts.—The list of savings bank accounts received from the transferring head office will be accepted as an advice of transfer and the accounts entered in the journal and the ledger in accordance with rule 760 of Volume I of the *Manual*. A copy of the list should be prepared and sent to the Comptroller, Post Office (noted in the voucher list), along with the journal in which the opening entries relating to the transfers are made.

NOTE.—For dead accounts, see rule 16.

38. Issue of new pass-books and entry of numbers.—New pass-books will not be issued by the new head office, but new numbers will be given to the accounts opened at the sub-office and will be communicated to it through the savings bank slip.

39. Old numbers to be used until receipt of intimation of new numbers.—If, before receipt of intimation of the change of numbers, the sub-postmaster receives or repays deposits on existing accounts, they will be shown in the sub-office s. b. memo. in the usual course, the original numbers being used. These numbers will, however, be corrected by the head office when the items are transferred to its journals. In cases of doubt regarding the identity of depositors, the list received from the transferring head office should be referred to.

40. Supply of British postal orders.—The new head office will supply the sub-office with a sufficient quantity of British postal orders, should the sub-office be authorised to hold a stock of these.

*(c) What the sub-office should do.*

41. Procedure to be followed by sub-offices when transferred and placed under a newly converted head office.—The sub-office should observe the procedure described in rules 19 to 22.

**Abolition of, or withdrawal of savings bank powers from, a sub or branch office.**

*(a) Procedure of the sub-office.*

42. Balance to be remitted to the head office.—If a sub or branch office is abolished, say from 1st July, its balance on 30th June should be remitted to the head office and charged as such in its account which should close without a balance.

43. Depositors to be communicated with when a sub-savings bank is to be abolished or its savings bank powers withdrawn.—The sub-savings bank to be abolished, or from which savings bank powers are to be withdrawn, will receive from the head office to which it is subordinate, information of the date on which the proposed change is to take effect. Immediately on receipt of this information the sub-postmaster of the sub-savings bank will write to the depositors having accounts with it, intimating the intended alteration and requesting them to present their pass-books, and either to draw



the balances at their credit, or to have their accounts transferred to any post office savings bank that may suit their convenience. Depositors desiring to close their accounts should be paid off under the ordinary rules. But those who want their accounts transferred should be asked to name the offices to which transfer is desired, and this information will be communicated to the head office through the savings bank memorandum.

**44. Entries in pass-books.**—The sub-postmaster of the office which is abolished, or from which savings bank powers are withdrawn, must write below the last entries in the depositors' pass-book the words "Accounts transferred from .... to .... sub-savings bank" adding his initials and the dated stamp, and hand the pass-books back to the depositors. A similar remark must be written in red ink in the last column of the savings bank journal, opposite to the entries of the last transactions made by the depositors.

**45. Undelivered money orders and stock of British postal orders to be returned to the head office.**—When a sub-office is closed all money orders undelivered or undeliverable on the last day of the month, together with the money order journals and the registers of money orders received, should be returned to the head office. The stock of British postal orders, if any, remaining unsold should also be returned to the head office along with a memo. of unsold orders to be drawn up and forwarded in the manner laid down in rule 552 of the *Post Office Manual*, Volume II. Similarly all undelivered or undeliverable articles, unpaid articles which may be in the sub-office on the last day of the month, should be returned to the head office noted against item 13 of the last daily account rendered.

*(b) Procedure of the head office to which the sub-offices were subordinate.*

**46. Credit of sub-office balance in head office.**—In case of the abolition of the sub-office, its working balance on 30th June will be credited in the accounts of the head office as a remittance from the sub-office.

**47. Transfer of savings bank accounts from one sub-office to another under the same head office.**—If the accounts of the sub-savings bank are transferred to another sub-office under the jurisdiction of the same head office, on receipt of the information as to the accounts to be transferred, the savings bank clerk should write across the savings bank slip sent to each sub-savings bank the words "Account No. .... of ( depositor's name ) transferred from .... to ..... sub-savings bank. Balance Rs. ....". Intimation of the transfer (form S.B.-10) should be sent to the Comptroller, Post Office.

**48. Transfer of savings bank accounts from one sub-office to a sub-office under another head office.**—If the accounts of the sub-savings bank are transferred to sub-office under the jurisdiction of another head office, the savings bank clerk should prepare a list of accounts to be transferred showing the number of accounts, names of depositors and balances held by them and send it to the new head office. The accounts transferred should be closed in the ledger and entered in the journal in accordance with the provisions of rule 758 of Volume I of the *Manual*, the name of the new head office being opened against the entries.

**NOTE.**—For dead accounts, see rule 8.

(c) *Procedure of the new head office.*

49. Entries in ledger from the lists of accounts.—The list of savings bank accounts received from the transferring head office should be treated like an advice of transfer and the account should be opened in accordance with the provisions of rule 760 of Volume I of the *Manual*. A copy of the list should be prepared and forwarded to the Comptroller, Post Office (noted in the voucher list), along with the journal in which the opening entries of the transfers are made.

50. Issue of pass-books and communication of balance, name of depositor and new number to sub-offices.—New pass-books should not be issued, but the names of the depositors with the new numbers given to them and the balances at their credit should be communicated to the sub-office through the savings bank slip. As regards accounts to be opened in the head office, the signature of the depositor will be taken in the specimen signature book in accordance with rule 726 of Volume I of the *Manual*; the sub-savings bank should be directed to follow the same procedure in respect of accounts opened by them.

NOTE.—For dead accounts, see rule 16.

(d) *Procedure of the new sub-savings bank.*

51. Entries in sub-savings bank journal.—The sub-postmaster of the office to which the accounts have been transferred must, on receipt of intimation from the head office of the transfer of the accounts, enter in red ink in its sub-savings bank journal the particulars given in savings bank slip forwarded by the head office. On presentation of the pass-books by the depositors, the new numbers given to the accounts, and the name of the new head office should be entered in them, the old number and name being scored through in red ink. The signature of each depositor will be taken in the specimen signature book (*vide* rule 50). Another specimen of signature should also be obtained from each depositor in a separate slip, and after all the signatures have been compared with those in the specimen signature book, the slips should be sent to the head office.

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## CONTENTS OF APPENDIX No. 6.

### RULES RELATING TO THE TRANSMISSION OF MAILS UNDER THE WEIGHMENT SYSTEM AS A REGULAR SERVICE AND AS OCCASIONAL DESPATCHES.

#### GENERAL.

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| <ul style="list-style-type: none"><li>1. Definition of weighment system.</li><li>2. Cases in which the weighment system may be adopted.</li><li>5. Cases in which the system of occasional despatches may be adopted.</li></ul> | <ul style="list-style-type: none"><li>3. Weighment system as a regular service not to be introduced without reference to Inspector-General.</li><li>4. Definition of occasional despatches.</li></ul> |
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| <ul style="list-style-type: none"><li>6. Preparation of bags for despatch.</li><li>7. Entries to be made in mail list.</li><li>8. Transfer of bags to station master.</li></ul> | <ul style="list-style-type: none"><li>9. Half-yearly weighment of bags.</li><li>10. Despatch of mails containing valuables to and from offices or sections served solely by weighment system.</li></ul> |
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#### RECEIPT UNDER WEIGHMENT SYSTEM AS A REGULAR SERVICE.

Receipt of mails from station master.

#### DESPATCH UNDER SYSTEM OF OCCASIONAL DESPATCHES.

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| <ul style="list-style-type: none"><li>12. Preparation of bags for despatch.</li><li>13. Entries to be made in requisition.</li><li>14. Monthly list of requisitions.</li><li>15. Delivery of bags to station master.</li></ul> | <ul style="list-style-type: none"><li>16. Intimation to be given by telegraph to receiving office.</li><li>17. Submission of monthly list and requisitions to Superintendent.</li></ul> |
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#### RECEIPT UNDER SYSTEM OF OCCASIONAL DESPATCHES.

18. Receipt of mails from station master.

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## APPENDIX No. 6.

## Rules relating to the transmission of mails under the weighment system as a regular service and as occasional despatches.

*N.B.*—In this appendix the expression “despatching officer” means the officer by whom the mails are made over to the Railway; and the expression “receiving officer” means the officer by whom the mails are received from the Railway. The receiving and the despatching officer may be, in the case of a post office, the postmaster or a clerk, or a mail peon of the office; and in the case of the Railway Mail Service, a sorter, mail agent, or mail guard.

### GENERAL.

1. Definition of weighment system.—The *weighment system* is the system in force on State Railways and other Railways to which State Railway rules apply, under which closed bags (mail, parcel, packet, or transit), without limit of weight, are conveyed in luggage vans in the custody of railway guards. Mails so carried are charged for, according to weight, at the rate of one pie per maund per mile, subject to a minimum charge for each despatch as for  $\frac{1}{4}$  maund, no reserved accommodation being provided. Payment for a regular daily service is made half-yearly; payment for occasional despatches is made monthly on presentation of bills supported by vouchers.

2. Cases in which the weighment system may be adopted.—The object of the weighment system is to provide a regular daily exchange of mails between offices served by unimportant railway lines or where the mails are light, or between offices situated at stations at which the mail trains do not stop, or where it may be considered desirable to have an additional despatch by a train other than the one conveying the regular mail. The weighment system may also be used for the transmission of mails between R. M. S. sections, or between R. M. S. mail offices, or between post offices, or between sections, mail offices, and post offices, whenever local circumstances may render this course desirable or necessary.

II. Every proposition for the exchange of mails as a regular daily service by the weighment system should be carefully considered by the head of the circle with reference to the importance of the mails, the number of articles to be benefited, and the cost of the despatch under rule (1). If the proposition concerns a section or mail office or a post office in another circle, the consent of the head of the other circle should be first obtained.

*NOTE.*—When there is a double service (1) in charge of sorters or of a mail guard and (2) under the weighment system, account bags, cash, insured articles and parcel mail articles should be despatched exclusively through the former service.

3. Weighment system as a regular service not to be introduced without reference to Inspector-General.—As Inspectors-General, R. M. S. and Sorting, are alone authorised to address the Railway authorities regarding the introduction of the weighment system as a regular service on State Railways or

Railways to which State Railway rules for accommodation apply, the Postmaster-General must communicate on the subject with the Inspector-General concerned, and furnish him, in respect of each bag to be despatched, with full particulars on the following points, *viz.*, (1) the office of despatch, (2) the railway station from which the bag will be despatched, (3) the office of destination, (4) the railway station at which the bag will be delivered, (5) the railway designation of the train by which the bag will be conveyed, and (6) the probable approximate weight of the bag. The Inspector-General will address the authorities of the Railway concerned, mentioning the date from which the bag will be despatched, and will forward a copy of his letter to the Postmaster-General and Superintendent, R. M. S. All correspondence with the Railway authorities about irregularities in connection with the weightment system as a regular service will also be conducted through the Railway Mail Service.

NOTE.—This rule does not apply to cases in which the administration of the Railway Mail Service is entirely in the hands of the Postmaster-General.

4. Definition of occasional despatches.—The system known as *occasional despatches* is the system in force on State Railways and other Railways to which State Railway rules apply, under which the Post Office is empowered to forward mails by any train, even though such train may not ordinarily be employed for the conveyance of mails. The provisions of rule (1) apply to these despatches. The weight of an *occasional despatch* is also restricted to five maunds and the minimum payment for each despatch is four annas.

5. Cases in which the system of occasional despatches may be adopted.—The object of this system is to obviate the delay to which mails may sometimes be subjected, owing to misconnection of trains or to the unusual bulk of the bags on a particular occasion or other unforeseen causes. The Postmaster-General will communicate to the Inspector-General of Sorting the names of the post offices authorised by him to despatch mails under this system; and only the post offices which possess such authority may use this system. Officers of the Railway Mail Service may make use of this system whenever necessary.

#### DESPATCH UNDER WEIGHTMENT SYSTEM AS A REGULAR SERVICE.

6. Preparation of bags for despatch.—When mails are to be forwarded under the weightment system, the despatching office should separate the bags into—

- (a) those to be forwarded in transit bags, and
- (b) those to be despatched loose.

All bags addressed to the same office or section or to be delivered at the same railway station will come under head (a), and all others under head (b). The former should be enclosed in a *light* transit bag of suitable size in which a mail list, prepared in the usual manner, should also be placed. No mail list is necessary in the case of bags despatched loose. Each transit bag and each bag despatched loose should be labelled with a weightment system label.

7. Entries to be made in mail list.—The despatching office should prepare a mail list addressed to the station master, detailing on the list all the bags (due and unusual) to be forwarded.

8. Transfer of bags to station master.—The mail list, with the bags to be forwarded, should be handed over to the station master by the despatching officer, and the latter should see the bags counted in his own presence. After all the bags have been examined and checked, he should obtain the station master's signature on the duplicate of the mail list.

9. Half-yearly weighment of bags.—The mails handed over to the station master on the 1st June and the 1st December of each year must be delivered by a responsible officer of the despatching office, who must be present at the railway station during the weighment of the bags; and, as each bag is weighed, he should note its weight on the duplicate of the mail list. If any part of the mail is to be sent by special messenger under rule 10, it should also be weighed, and included in the total weight on which the half-yearly charge is calculated. After all the bags have been weighed, the officer deputed by the Post Office should check the weights with those recorded by the station master, and, if the entries agree, obtain the station master's signature on the duplicate of the mail list, which should be at once forwarded to the Superintendent, R. M. S. A copy of the mail list should be placed on record.

NOTE.—“By responsible officer” in this rule is meant, in the case of a post office, the postmaster or a clerk, and in the case of the Railway Mail Service, a sorter, mail agent, or mail guard. Where a post office is so far away from the railway station that the postmaster or clerk cannot be present at the railway station on the weighment days, the superintendent of the postal division will depute an inspector or some other competent officer to be present during the weighment of the bags.

10. Despatch of mails containing valuables to and from offices or sections served solely by weighment system.—Whenever any mail or mails for a despatch made by railway from or to an office or section served only by the weighment system are known to include insured articles or cash of a higher aggregate value than Rs. 100, the mails containing the insured articles or cash should be sent in the custody of a special messenger (who may be a postman, overseer, or other official) to the station to which they would, in the ordinary course, have been conveyed under the weighment system. On such occasions the usual mail list, duly stamped and signed, should be made over by the despatching officer to the station master, the words “no mail” being entered on the list when there are no bags for despatch except those sent by the special messenger. A second mail list should be prepared addressed to the messenger, detailing all the bags (due and unusual) to be given to him, and this mail list, with the bags to be sent in his custody, should be made over to the messenger, who should grant a receipt for them on the duplicate of the list. On reaching the station where the bags are to be delivered, the messenger should hand them over, with the mail list brought by him, to the receiving officer, and should require the latter to count the bags and receipt the mail list in his (the messenger's) presence. The messenger should return to his headquarters by the next train.

II. Heads of circles will determine, as regards each office or section under their control affected by this rule, the official to be employed as messenger in the contingency mentioned above. Whether the official selected is ordinarily entitled to a free pass or not, he should be given a ticket (which should be paid for at the ordinary rates) for the journey—a return ticket if he is not entitled to a pass and a single ticket if he is entitled to a pass.

#### RECEIPT UNDER WEIGHMENT SYSTEM AS A REGULAR SERVICE.

11. Receipt of mails from station master.—The receiving officer to whom the mails are to be made over by the Railway, should be present on the railway platform on arrival of the train which he is required to meet. On arrival of the train he should take over from the station master the mails despatched under the weighment system which have been brought by the train, and he should, after counting and examining the bags in the station master's presence, grant a receipt for them on the railway way-bill. In the event of a bag having a damaged seal, or being in a torn or otherwise suspicious condition, it should be opened immediately by the receiving officer in the presence of the station master. The contents should be examined and noted in a list, a remark being made as to whether anything is missing, and the list should then be signed by both the receiving officer and the station master.

#### DESPATCH UNDER SYSTEM OF OCCASIONAL DESPATCHES.

12. Preparation of bags for despatch.—When mails are to be forwarded as occasional despatches, the despatching office should separate the bags into—

- (a) those to be enclosed in transit bags, and
- (b) those to be forwarded loose.

All bags intended for the same office or section or to be delivered at the same railway station will come under head (a), and all others under head (b). The former should be enclosed in a *light* transit bag of suitable size, and a mail list, detailing the bags (all of which should be classed as unusual mails) should be placed in the transit bag. The latter should be entered in a mail list which should be fastened to the neck of each bag sent loose. In every case the following note should be recorded on the reverse of both copies of the mail list:—“(number) bags forwarded as occasional despatches owing to (*explanation of the cause which necessitated the bags being sent out of the regular course*).” Each transit bag and each bag despatched loose should be labelled with a weighment system label. These labels will be supplied by the Inspectors-General, R. M. S. and Sorting, to all post offices, mail offices and sections authorised to use the system of occasional despatches.

13. Entries to be made in requisition.—The despatching office should prepare a requisition\* on the station master to forward the bags to be sent as occasional despatches in which should be specified the train by which the mails are to be conveyed, details being given on the reverse of the form (ori-

\* These forms will be supplied by the Inspector-General of Sorting to all offices authorised to despatch mails under the system of occasional despatches.

ginal and duplicate) of all the bags to be forwarded. The requisition should be signed by a responsible officer (*see note to rule 9*) of the despatching office and impressed with the name-stamp and date-stamp

14. Monthly list of requisitions.—A monthly list of requisitions \* should be maintained by the despatching office, and the entries in it should be filled up at the time the requisitions are prepared. All requisitions should be numbered in a consecutive series, the numbers being taken from the monthly list. A fresh series of numbers should be commenced at the beginning of each month.

15. Delivery of bags to station master.—The original part of the requisition, with the bags to be forwarded, should be handed over to the station master by a responsible officer (*see note to rule 9*) who should see the bags counted and weighed in his own presence. As each bag is weighed, he should note its weight on the duplicate of the requisition. After all the bags have been weighed, he should check those weights with those recorded by the station master in the original requisition, and, if the entries agree, obtain the station master's signature on the duplicate of the requisition.

16. Intimation to be given by telegraph to receiving office.—Whenever mails are forwarded as occasional despatches, the despatching office should intimate the fact by telegraph to each receiving office concerned, so as to ensure a receiving officer being present on the railway platform to take delivery of the mails. The telegram should be framed in accordance with the code message given in the *Telegraphic message code*, and should be classed either "Deferred," "Ordinary," or "Urgent," according as circumstances may require, in order to ensure the delivery of telegram at destination before the arrival of the mails.

17. Submission of monthly list and requisitions to superintendent.—On the 1st of each month the monthly list of requisitions (which is supplied in loose sheets) should be forwarded *in original* to the Superintendent, R. M. S., accompanied by the duplicates of all requisitions issued up to the last day of the previous month. If no requisitions have been issued, a blank list should be sent on the prescribed date with the word "*nil*" written across it.

#### RECEIPT UNDER SYSTEM OF OCCASIONAL DESPATCHES.

18. Receipt of mails from station master.—The receiving officer should be present on the railway platform on the arrival of the train which he is required to meet. On arrival of the train he should take over from the station master the mails received as occasional despatches, and, after counting and examining the bags in the station master's presence, grant a receipt for them on the railway way-bill.

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\* These forms will be supplied by the Inspectors-General, R. M. S. and Sorting, to all offices authorised to despatch mails under the system of occasional despatches



## CONTENTS OF APPENDIX No. 7.

### RULES FOR THE EXCHANGE OF ARTICLES BETWEEN IMPERIAL POST OFFICES AND POST OFFICES IN NATIVE STATES WITH WHICH POSTAL CONVENTIONS HAVE BEEN CONCLUDED.

#### PART I.—RULES FOR THE GUIDANCE OF IMPERIAL POST OFFICES (INCLUDING R. M. S. SECTIONS) PLACED IN COMMUNICATION WITH POST OFFICES IN NATIVE STATES.

##### *Despatch of mails.*

- |                                    |  |
|------------------------------------|--|
| 1. Articles that can be forwarded. | 4. Paid ordinary parcels.  |
| 2. Daily exchange of mail bags.    | 5. Acknowledgments for registered articles and ordinary parcels. |
| 3. Registered articles.            |  |
| 6. Sorting list.                   |  |

##### *Receipt of mails.*

- |                                   |  |
|-----------------------------------|--|
| 7. Articles that can be received. | 8. Treatment of contents of mail bag received. |
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##### *Miscellaneous rules.*

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|---|---|
| 9. Receipt for mail bags exchanged with Native State officials. | 10. Money orders, and insured and value-payable articles. |
| 11. Action to be taken if irregularities are discovered.        |   |

#### PART II.—RULES FOR THE GUIDANCE OF IMPERIAL OFFICES OF EXCHANGE IN DEALING WITH NATIVE STATE POST OFFICES.

##### *General.*

12. Application of preceding rules.

##### *Insured articles.*

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| 13. Insured articles for delivery in the Native State. | 14. Insured articles posted in the Native State. |
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##### *Value-payable articles.*

- |  |  |
|--|--|
| 15. Value-payable articles for delivery in the Native State. | 16. Value-payable articles posted in the Native State. |
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MONEY ORDERS.

*Outward money orders.*

- |   |  |   |
|---|--|---|
| 17. Money orders drawn on the Native State. |  | 19. Disposal or receipts and acknowledgments for money orders paid in the Native State. |
| 18. Outward lists of money orders.          |  |   |

*Inward money orders.*

- |  |  |                               |
|--|--|-------------------------------|
| 20. Money orders received from the Native State. |  | 21. Disposal of money orders. |
|--|--|-------------------------------|

*Unclaimed and refused money orders.*

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| 22. Unclaimed and refused orders issued in the Native State. |  | 23. Unclaimed and refused orders issued by Imperial post offices. |
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- |                                       |  |   |
|---------------------------------------|--|---|
| 24. Weekly list of money orders paid. |  | 25. Weekly list of money orders issued. |
|---------------------------------------|--|---|

UNPAID FOREIGN ARTICLES.

- |   |  |   |
|---|--|---|
| 26. Foreign letters on which postage, etc., is due. |  | 27. Foreign parcels on which postage, etc., is due. |
|---|--|---|

MONTHLY ACCOUNT-CURRENT.

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|--|--|--|
| 28. Preparation of account-current.  |  | 30. Payment of balance of general account-current. |
| 29. General account-current to be prepared by principal Imperial Office of exchange. |  |  |

## APPENDIX No. 7.

# Rules for the exchange of articles between Imperial post offices and post offices in Native States with which postal conventions have been concluded.

**PART I.**—Rules for the guidance of Imperial post offices (including R. M. S. sections) placed in communication with post offices in Native States.

## DESPATCH OF MAILS.

1. Articles that can be forwarded.—Imperial post offices are authorised to send to post offices in Native States with which they are placed in communication, the following kinds of articles, *viz.* :—

- (1) Unregistered articles of the letter mail, paid and unpaid, without separation, in a bundle.
- (2) Registered articles of the letter mail.
- (3) Paid ordinary parcels (registered and unregistered).

**EXCEPTION.**—Foreign articles on which postage is due must always be sent through the Imperial office of exchange. *See rule 26.*

2. Daily exchange of mail bags.—A mail bag must be exchanged daily with the post office in the Native State with which the Imperial post office is in communication. The mail bag will contain the articles mentioned in the preceding rule.

3. Registered articles.—If there are any registered articles of the letter mail for despatch to the Native State post office, they should be treated in the same way as other registered articles posted in the office or received in sorting (as the case may be), except that, in the case of those posted in the office, the name of the Native State post office should be entered in brackets in the registered journal, below the name of the addressee. The articles should be entered in a registered list for the Native State post office: they should then be tied in a bundle, with the registered list on top, and placed in the mail bag. A registered list should be despatched daily to the Native State post office whether there are any registered articles to be entered in it or not.

4. Paid ordinary parcels.—If there are any paid ordinary registered parcels for despatch to the Native State post office, they should be treated in the same way as other ordinary registered parcels posted in the office or received in sorting (as the case may be), except that, in the case of those posted in the office, the name of the Native State post office should be entered in the column for remarks in the parcel journal. The postage stamps affixed to the parcel receipts should be defaced with the obliterator, care being taken to completely

obliterate each stamp. The parcels should be entered in a parcel list for the Native State post office: they should then be placed, with a parcel list to which the receipts and acknowledgments (if any) should be attached, in the mail bag. A parcel list should be despatched only when there are parcels to be entered in it: when a parcel list is sent the words "Parcel list with—parcels" should be written under the parcel clerk's initials at foot of the registered list. These parcel lists should not be entered in the index of parcel lists despatched, and consequently they will not be numbered. If there are any unregistered parcels for despatch, they should be treated in the same way as other unregistered parcels posted in the office, or received in sorting (as the case may be).

NOTE 1.—A special obliterator will be supplied to all Imperial post offices placed in communication with post offices in Native States.

NOTE 2.—In the exceptional event of a registered parcel on which postage is due being received in sorting for a Native State post office, the parcel should be forwarded to the Imperial office of exchange: see rule 27 and the note to that rule.

5. Acknowledgments for registered articles and ordinary parcels.—If an acknowledgment is prepared to accompany a registered article or ordinary parcel despatched to a Native State post office, the name and address of the sender should be noted opposite to the entry in the registered or parcel list.

6. Sorting list.—A sorting list will be supplied to every Imperial post office in communication with post offices in the Native State, and will show the manner in which the articles mentioned in rule 1, intended for delivery from Native State post offices, should be forwarded.

#### RECEIPT OF MAILS.

7. Articles that can be received.—Imperial post offices will receive from Native State post offices the articles mentioned in rule 1.

8. Treatment of contents of mail bag received.—These articles will be received enclosed in a mail bag, the registered articles of the letter mail and parcels being entered in a registered list and parcel list, and accompanied by receipts in the case of registered articles of the letter or parcel mail (and if necessary by acknowledgments) to be signed by the addressees. The contents (both station and sorting) of the bag should be stamped with the date-stamp, and disposed of in the usual course. The registered and parcel lists should be placed on record. Overprinted Imperial postage stamps to denote the postage paid, will be affixed to the receipts for parcels posted in the Gwalior State for delivery from Imperial post offices. In the case of the other Native States, if the name-stamp of the Native State is not impressed in the space for postage stamps on parcel receipts accompanying parcels posted in the Native State, the words "Posted in (*name of Native State*)" should be written with red ink on the receipt, in this space.

#### MISCELLANEOUS RULES.

9. Receipts for mail bags exchanged with Native State officials.—In cases where a mail bag is made over to, or received from, any responsible official of the Native State, a receipt for it must always be taken or given in a book. Receipts need not be exchanged with runners.

10. Money orders, and insured and value-payable articles.—The Imperial post offices referred to in these rules are not authorised to send money orders, insured letters or parcels, or value-payable articles, to any post office in the Native State; but if a money order payable in the Native State is received from the public, or an insured or value-payable article is posted for delivery from any post office in the Native State, such money order or insured or value-payable article should be treated as if intended for payment or delivery by the Imperial office of exchange.

11. Action to be taken if irregularities are discovered.—If any article entered in a registered or parcel list is not received, or if any such article is received damaged or bearing signs of having been tampered with, or if any other irregularity is observed, immediate notice should be given to the Imperial office of exchange. If the irregularity is a serious one, it should be reported by telegraph, if possible, also to the Postmaster-General.

## PART II.—Rules for the guidance of Imperial offices of exchange in dealing with Native State post offices.

### GENERAL.

12. Application of preceding rules.—The preceding rules, except rules 10 and 11, are applicable also to the Imperial office of exchange. With regard to rule 4, however, parcels for the Native State office of exchange should be forwarded by the Imperial office of exchange in a parcel bag and not in the mail bag. The following rules relate to the exchange of insured letters and parcels and articles giving rise to accounts, *i.e.*, value-payable articles, money orders, and foreign articles on which postage is due; and the application of these rules is, therefore, restricted to the office of exchange.

### INSURED ARTICLES.

13. Insured articles for delivery in the Native State.—Insured letters and parcels posted in British India for delivery in the Native State must invariably pass through the Imperial office of exchange, where they should be treated like other insured articles posted in the office or received in sorting, except that, (1) in the case of insured letters received in sorting, the insured envelopes, which will be addressed to the postmaster of the Imperial office of exchange should be opened and the contents should be enclosed afresh in insured envelopes addressed to the postmaster of the Native State office of exchange; and (2) in the case of insured parcels received in sorting, the envelopes containing the receipts and acknowledgments, which will be addressed to the postmaster of the Imperial office of exchange, should be opened and the documents should be enclosed afresh in envelopes addressed to the postmaster of the Native State office of exchange. Particulars of the insured articles, *i.e.*, the name and address of the addressee (as written on the articles), the value insured, and the weight should be entered in the registered or parcel list.

14. Insured articles posted in the Native State.—Insured articles, posted in the Native State for delivery in British India, must invariably pass through the Imperial office of exchange. They will be received from the Native State

office of exchange, entered in the registered or parcel list, and accompanied by receipts and acknowledgments to be signed by the addressees. The insured articles should be treated as if received in sorting, except that the insured envelopes in the case of insured letters, and the envelopes containing the receipts and acknowledgments in the case of insured parcels should be opened and the contents should be enclosed afresh in envelopes addressed to the offices of delivery.

#### VALUE-PAYABLE ARTICLES.

15. Value-payable articles for delivery in the Native State.—Every value-payable parcel, registered letter and registered or unregistered book packet, intended for delivery in the Native State, must pass through the Imperial office of exchange, and will be forwarded thence to the Native State office of exchange entered in a parcel list and accompanied by the form filled up by the sender, the stamps affixed to the form being first carefully obliterated by the office of exchange. The number and office of posting, the name and address of the addressee and the amount to be recovered from him should be entered in the parcel list. Particulars of all v.-p. articles to be sent to the Native State office of exchange, whether posted in the Imperial office of exchange or received in sorting, should be entered in a separate register of v.-p. articles received; and the postmaster of the Imperial office of exchange must see that the v.-p. money order which was partly filled up by the sender is received back from the Native State office of exchange in due course, any delay being brought to the notice of the latter office.

16. Value-payable articles posted in the Native State.—All value-payable articles, posted in the Native State for delivery in British India, will be received from the Native State office of exchange entered in a parcel list and accompanied by the forms filled up by the senders, to which the correct value of postage stamps, either Imperial or bearing the imprint of the Native State, should be affixed in the case of v.-p. unregistered packets and railway receipt notes. These articles should be disposed of by the Imperial office of exchange in the same way as value-payable articles received in sorting. Particulars of all v.-p. articles posted in Native States should be entered by the Imperial office of exchange in a separate v.-p. journal; and the postmaster of the Imperial office of exchange will be responsible that v.-p. money orders payable to the senders are received in due course from the Imperial offices of delivery and forwarded without delay to the Native State office of exchange.

#### MONEY ORDERS.

##### *Outward Money Orders.*

17. Money orders drawn on the Native State.—Money orders payable in the Native State will be received by the Imperial office of exchange from the Imperial offices of issue. These orders (including those issued by the Imperial office of exchange itself) should be entered in the money order abstract, and also in a *separate* register of money orders received, the entries being bracketed together opposite to the number of the outward list of money orders in which they are included. The register should be totalled daily.

The orders should be signed by the postmaster of the Imperial office of exchange in the space for "Signature of paying postmaster," and impressed with the stamp "Paid in (*name of Native State*)" in red ink above his signature. The paid month-stamp and money order stamp should also be impressed in the proper places. The receipts and acknowledgments, together with the coupon, should then be cut off from the money orders. The money orders should be put aside for the subsequent despatch to the Comptroller with the weekly list of money orders paid mentioned in rule 24.

18. Outward lists of money orders.—Particulars of the money orders should be entered in the outward list of money orders drawn on the Native State. The list should be numbered in a consecutive series commencing from the 1st of each month; they should be prepared in duplicate, and both copies, accompanied by the coupons and the receipts and acknowledgments, should be forwarded to the Native State office of exchange. The postmaster of the Imperial office of exchange will be held personally responsible for checking the outward list with the money orders to be sent with it to the Native State office of exchange. He must also verify the total of the list, and see that it corresponds with the total of the separate register of money orders received. Attention is directed to the rules in the *Post Office Manual*, Volume I, regarding the examination of money orders by postmasters. When the duplicate list duly signed by the postmaster of the Native State office of exchange is received back, the total of the list should be entered in the money order account (on the reverse of the account-current) and the list should be filed. The date on which the list is received back should be noted against the entry of the number of the list in the register of money orders received.

19. Disposal of receipts and acknowledgments for money orders paid in the Native State.—The Native State office of exchange will file the receipts signed by the payees. The acknowledgments will be forwarded by the Native State offices of payment direct to the Imperial offices of issue for delivery to the remitters.

#### *Inward money orders.*

20. Money orders received from the Native State.—Money orders issued in the Native State will be received by the Imperial office of exchange from the Native State office of exchange. The orders will be signed by the postmaster of the Native State office of exchange and the name-stamp of the Native State offices of issue will be impressed on the acknowledgments. The number on the receipt and acknowledgment portions of each money order will be filled up by the Native State office of exchange, but the number on the money order proper will be left blank to be entered by the Imperial office of exchange. The money orders will be received, entered in inward lists, which will be numbered in a consecutive series commencing from the 1st of each month, and will be prepared in duplicate. Both copies of the list should be signed by the postmaster of the Imperial office of exchange, and the duplicate copy should be returned by first mail to the Native State office of exchange.

21. Disposal of money orders.—The money orders received from the Native State office of exchange should be treated by the Imperial office of exchange as though the latter were the head office of issue, except that they will be entered in a *separate* journal of money orders issued and numbered in a separate series, and that no commission will be shown in the journal; the daily total of this journal will not be transferred to the cash account, but should be entered in the money order account (on the reverse of the account-current). The stamp “Issued in (*name of Native State*)” should be impressed in red ink on the money orders above the “Signature of issuing postmaster.” The inward list should then be filed. The postmaster of the Imperial office of exchange will be held personally responsible for checking the inward list with the money orders received from the Native State office of exchange. He must also verify the total of the list with the total of the separate journal of money orders issued. Attention is directed to the rules in the *Post Office Manual*, Volume I, regarding the examination of money orders by postmasters.

*Unclaimed and refused money orders.*

22. Unclaimed and refused orders issued in the Native State.—If a money order issued by the Native State cannot be paid in British India, it will be treated under the rules governing the disposal of unclaimed and refused orders by Imperial post offices of payment, and returned to the Imperial office of exchange, which should include it in the next outward list in the same way as any other money order payable in the Native State, writing the words “Unclaimed (or Refused): repayable to remitter” in the column for remarks in the outward list.

23. Unclaimed and refused orders issued by Imperial post offices.—If a money order issued by an Imperial post office cannot be paid in the Native State, the unsigned acknowledgment and undelivered coupon will be returned to the Imperial office of exchange, together with a fresh money order for payment to the remitter, the amount being included in the inward list received at the same time from the Native State office of exchange, and the particulars of the unclaimed or refused order, in lieu of which the fresh order is issued, being noted on the back of the inward list. The fresh order should be issued in the name of the original remitter and be made payable to the original payee, but the original office of issue should be shown as the office of payment and the words “Issued in lieu of unclaimed (*or* refused) ————(*office of issue*) money order No.———date———” should be written across the particulars of the money order in red ink. The Imperial office of exchange will treat the fresh order in the same way as other orders issued in the Native State.

NOTE.—If a money order issued by an Imperial post office is mis sent to a Native State or is to be re-directed by a Native State, the procedure laid down in this rule should be followed, except that the original office of payment (in the case of mis sent orders) and the revised office of payment (in the case of orders to be re-directed) should be shown as the office of payment on the fresh order, and the word “mis sent” or “re-directed,” as the case may be, should be substituted for the word “unclaimed” in the remark written across the particulars of the fresh order.



*Submission of weekly lists of money orders to Comptroller.*

24. Weekly list of money orders paid.—On the dates prescribed in the *Post Office Manual*, Volume I, for the submission of weekly lists of money orders paid, a list of money orders drawn on the Native State by Imperial post offices should be prepared (in the same form) from the separate register of money orders received, referred to in rule 17, and forwarded with the money orders to the Comptroller in an account envelope registered on Postal Service. The stamp "Paid in (*name of Native State*)" and the paid month-stamp should be impressed at the top of the list.

25. Weekly list of money orders issued.—On the dates prescribed in the *Post Office Manual*, Volume I, for the submission of weekly lists of money orders issued, a list of money orders issued in the Native State, prepared (in the same form) from the separate journal of money orders issued, referred to in rule 21, should be forwarded to the Comptroller in an account envelope registered on Postal Service. The stamp "Issued in (*name of Native State*)" should be impressed at the top of the list.

UNPAID FOREIGN ARTICLES.

26. Foreign letters on which postage, etc., is due.—Foreign letters and packets, intended for delivery in the Native State, on which postage or any other charge is due, must pass through the Imperial office of exchange and should be sent to the Native State office of exchange entered in the daily list.

ii. When the amount due is on account of postage alone, it should be accounted for by being charged to the Native State office of exchange in the accounts of the head office until it is adjusted by recovery in cash from that office.

iii. Articles on which customs duty is due should be sent to the Native State office of exchange accompanied by duplicates of the assessment memoranda; when the necessary recovery is made in cash, the procedure laid down in rules 47-VI and 48 of the 8th edition of Volume I of the *Manual* should be followed.

27. Foreign parcels on which postage, etc., is due.—Inward foreign parcels on which postage or customs duty is due, intended for delivery in the Native State, will be treated in the first instance as station parcels for the Imperial office of exchange. The Imperial office of exchange will retain the original receipts received with the parcels and prepare duplicates to be sent with the parcels to the Native State office of exchange.

The parcels will be forwarded to the Native State office of exchange entered in the daily list in the usual course:

ii. When the amount due on a foreign parcel is recovered in cash from the Native State office of exchange, the sum representing the customs duty should be converted by the Imperial office of exchange into postal service postage stamps, and the remainder (if any) should be converted into ordinary postage stamps, and the stamps should then be affixed to the original receipts with which the parcel was received at the Imperial office of exchange. The stamped receipts should be submitted with the parcel list to the examiner, in the usual course.

NOTE.—In the exceptional event of an unpaid inland parcel being received for transmission to the Native State office of exchange, it should be treated under this rule.

## MONTHLY ACCOUNT-CURRENT.

28. Preparation of account-current.—On the 1st of each month every Imperial office of exchange will prepare an account-current, showing its money order transactions with the Native State during the preceding month. The money order account (on the reverse of the account-current) should be totalled after the entries have been checked by the outward and inward money order lists, and the monthly totals of both sides of the account should be transferred to the appropriate heads of the account-current. Both sides of the account current should then be totalled; the lesser total should be deducted from the greater and a balance struck. A copy of the account-current should be forwarded to the principal Imperial office of exchange (if the office preparing the account-current is not itself the principal office); a second copy should be sent to the Native State office of exchange; and the third copy should be submitted to the Comptroller.

29. General account-current to be prepared by principal Imperial office of exchange.—The Imperial office of exchange situated nearest to the capital of the Native State will be the principal office of exchange, and will receive from the other Imperial offices of exchange for the same Native State, copies of their monthly accounts-current. The principal office of exchange will amalgamate these accounts-current, with its own, and prepare a general monthly account-current the balance of which will be the amount payable by the Imperial post office to the Native State or by the Native State to the Imperial post office. A copy of the general account-current should be furnished, not later than the 5th of the month, to the principal Native State office of exchange, and a copy should be submitted on the same date to the Comptroller.

30. Payment of balance of general account-current.—The balance of the monthly account-current payable to the Native State or the Imperial post office, as the case may be, will be paid without delay by the principal office of exchange (Imperial or Native State) in such manner as may be prescribed by the chief postal authorities concerned. The amount should then be shown in the cash day-book and cash account of the Imperial office of exchange under the head "Paid to (*name of*) Native State" or "Received from (*name of*) Native State," as the case may be. If the amount is paid into the district treasury the transaction must not be passed through the treasury account of the Imperial office of exchange.

*List of forms used in the exchange between the Imperial Post and the Native State Post.*

No. of each form.	Name of each form.	Rules in which the forms are referred to.
N.S.—1 . .	Inward list of money orders . .	20, 21, 23, 28.
N.S.—2 . .	Outward list of money orders . .	17, 18, 22, 28.
N.S.—3 . .	Account-current . . . .	18, 21, 28, 29, 30.



# OUTWARD LIST OF MONEY ORDERS ISSUED IN BRITISH INDIA AND PAYABLE AT NATIVE STATE POST OFFICES

Form N. S.—2.

Serial No. }

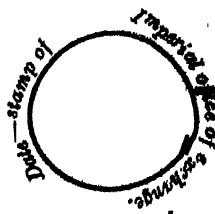
*From the Imperial office of exchange to the Native State office of exchange.*

No. of each money order.	Head office or sub-office of issue.	Amount payable.	REMARKS.  If a money order is issued in favour of the sender of a v.-p. article, the words "in payment of amount recovered on v.-p. article No. _____ dated _____," should be entered in this column against the entry of the money order.
Total money orders amounting to R			Postmaster of Imperial office of exchange.

Total \_\_\_\_\_ money orders amounting to R \_\_\_\_\_ received.

*Postmaster of Native State office of exchange.*

NOTE.—This list should be prepared in duplicate. The original will be filed in the Native State office of exchange, and the duplicate receipted and returned to the Imperial office of exchange.



ACCOUNT-CURRENT FOR THE MONTH OF \_\_\_\_\_ 19 .  
*The Imperial office of exchange in account with the \_\_\_\_\_ Native State.*

Dr.

Cr.

	B	a.	p.		
To money orders paid by the Native State Post during the month of _____ 19 , as per outward M. O. lists No. 1 to No. _____				By money orders issued by the Native State Post during the month of _____ 19 , as per inward M. O. lists No. 1 to No. _____	
Amount due from the Native State Post to the Imperial Post				Amount due from the Imperial Post to the Native State.	
Total Rupees (in words) .				Total Rupees (in words)	

IMPERIAL OFFICE OF EXCHANGE; }  
 Dated \_\_\_\_\_ 19 . }

*Postmaster of Imperial office of exchange.*

NOTE.—Where there are two or more Imperial offices of exchange for the same Native State the principal office should enter the transactions of the other Imperial offices of exchange separately in the general account-current prepared by it.

**MONEY ORDER ACCOUNT WITH THE NATIVE  
STATE POST.\***

TO CREDIT OF THE NATIVE STATE POST.				TO DEBIT OF THE NATIVE STATE POST.			
OUTWARD M. O. LISTS.				INWARD M. O. LISTS.			
Date of each List.	List No.	Total amount of money orders entered in each list.		Date of each list.	List No.	Total amount of money orders entered in each list.	
		B	a.			B	a.
Total Rupees .				Total Rupees .			

*Postmaster of Imperial office of exchange.*

**NOTE.**—As in cases where there are two or more Imperial offices of exchange for the same Native State, each office will submit its own money order account to the Comptroller, it will not be necessary for the principal office to fill up this form on the reverse of the general account-current.

\* This is printed on the reverse of the from of account-current.

## CONTENTS OF APPENDIX No. 8.

### RULES FOR THE CUSTODY, SUPPLY AND SALE OF STAMPS OF ALL DESCRIPTIONS.

#### RULES.

- 1— 7. Central Depôts.
- 8—27. Local Depôts.
- 28—34. Branch Depôts.

#### RULES.

- 35—43. Returns to and by the Controller  
of Printing, Stationery and Stamps,  
Superintendents of Stamps and  
Accountants-General.

## APPENDIX No. 8.

**Rules for the custody, supply and sale of stamps of all descriptions.**

Orders of Government regulating custody, supply and sale of stamps.—The orders of Government regulating the custody, supply and sale of stamps of all descriptions are contained in Government of India, Finance Department, Resolution No. 3715-Exc., dated the 30th June 1905, which is reproduced below.

RESOLUTION.—The Governor-General in Council is pleased to prescribe the following revised rules for the custody, supply and sale of all kinds of stamps and stamped papers now in use, and to request that Local Governments and Administrations will adopt these rules in supersession of all previous rules on the subject.

*Rules for the custody, supply and sale of stamps of all descriptions, namely, General stamps used to denote the duties payable under the Stamp Act, 1899 (II of 1899); Court-fee stamps, used to denote the fees payable under the Court-fees Act, 1870 (VII of 1870); Telegraph stamps and Postage stamps,*

## CENTRAL DEPÔTS.

1. There shall be five central depôts for stamps of all descriptions in charge of the Controller of Printing, Stationery and Stamps at Calcutta and the Superintendents of Stamps at Madras, Bombay, Rangoon and Karachi, respectively. These central depôts shall maintain a stock of stamps sufficient for two years' consumption except in the case of postcards, envelopes, newspaper wrappers, non-judicial stamps at rates from 2 annas to R2, and stamps for copies, of which a stock, sufficient for one year's consumption shall be maintained. The Superintendents of Stamps in Madras, Bombay, Rangoon and Karachi shall, for this purpose, forward, not later than the 15th of August in each year, indents for the supply of the various descriptions of stamps required in the following year for the territories dependent on them for the supply of stamps to the Controller of Printing, Stationery and Stamps, Calcutta. The Controller of Printing, Stationery and Stamps, Calcutta, shall prepare a general consolidated indent for stamps of all descriptions, showing separately the demand for the following year for each of the five central depôts, including in it the indents of the Superintendents of Stamps, Madras, Bombay, Rangoon and Karachi; and shall forward this general indent to the Government of India in the Finance Department not later than 4th October for transmission to the Secretary of State so as to reach him not later than the 1st November in each year. The Controller of Printing, Stationery and Stamps should forward a copy of the section of the general indent relating to Postage stamps to the Director-General of the Post Office, and of the section relating to Telegraph stamps to the Director-General of Telegraphs.



2. Stamps for Bengal, the United Provinces of Agra and Oudh, Assam, and Central India and local depôts subordinate to Calcutta, and stamps for copies for use in the Central Provinces, shall be supplied from the central depôt, Calcutta, on the indent of officers in charge of local depôts.

3. Stamps for the Madras Presidency, including Coorg and local depôts subordinate to Madras, shall be supplied from the central depôt at Madras on the indent of the officers in charge of local depôts.

4. Stamps for the Bombay Presidency, except Sind, the Central Provinces (save as provided in Rule 2), and local depôts subordinate to Bombay, shall be supplied from the central depôt, Bombay, on the indent of officers in charge of local depôts.

5. Stamps for the Province of Burma and the Andamans shall be supplied from the central depôt at Rangoon on the indent of officers in charge of local depôts.

6. Stamps for the Province of Sind, Baluchistan, the North-West Frontier Province, the Punjab, and Rajputana, and for the Residency Treasuries in Kashmir, and the Khorasan Agency Treasury shall be supplied from the central depôt at Karachi on the indent of the officers in charge of the local depôts.

7. The Controller of Printing, Stationery and Stamps, Calcutta, and the Superintendents of Stamps, Madras, Bombay, Rangoon and Karachi, on receiving an indent from a local depôt, shall have the indent examined to ascertain that the indent is such as to ensure the local depôt having a proper supply, and may comply with the indent in full or in part, as he thinks fit. If he thinks that the indent should be increased, he should request the officer who submitted the indent to submit a supplementary indent. The Presidency Post Offices of Calcutta, Madras, and Bombay may indent for supplies on the central depôts.

#### LOCAL DEPÔTS.

8. Every treasury throughout India, including those attached to political and salt agencies, shall be a local depôt for the custody and sale of stamps of all descriptions. Local Governments may establish local depôts at places where there is no treasury.

9. Each local depôt shall, unless the Local Government otherwise directs, maintain a supply of stamps not less than the probable consumption of five months. Local Governments may direct that the supply to be maintained, either generally or in respect of any particular kind of stamp or in certain local depôts, shall be equal to the probable consumption of such other period as they deem expedient.

10. As soon as the number of stamps in the local depôt falls below the number issued from the depôt in the preceding six months, the officer in charge of the depôt shall prepare an indent for a supply equal to the probable consumption of three months. The indent shall show in separate columns for each denomination of stamp of which a supply is required, the total of the balance in

the local dépôt and any branch\* dépôts subordinate to it, the quantity sold in the preceding six months, and the quantity indented for, which should be approximately one-half of the quantity sold in the preceding six months. The periods of "six months" and "three months" of this rule may, like that of five months in Rule 9, be altered by Local Governments to such other periods as they may deem expedient. This indent will be forwarded direct to the Superintendent of Stamps, Madras, Bombay, Rangoon or Karachi, or the Controller of Printing, Stationery and Stamps, Calcutta, as the case may be; but the Local Government of any province may direct that the indents shall be forwarded through any other officer, such as the Superintendent of Stamps of the province, or that a copy of the indent shall be forwarded to such officer.

11. If the supply of stamps in any local dépôt should run short before the receipt of the supply from the central dépôt the officer in charge of the local dépôt should indent for a supply from a neighbouring dépôt, sending a copy of the indent to the Superintendent, or Commissioner of Stamps of the province, or such other officer as the Local Government may direct. It is the duty of the Superintendent of Stamps, Madras, Bombay, Rangoon or Karachi, or the Controller of Printing, Stationery and Stamps, Calcutta, to report to the Local Government (or such authority as the Local Government may direct) in the case of General and Court-fee stamps, to the Director-General of the Post Office in the case of Postage stamps, and to the Director-General of Telegraphs in the case of Telegraph stamps, any case in which it may come to his knowledge that the stock of stamps, in any local dépôt of any description has fallen below the prescribed amount.

12. As soon as possible after the arrival of a supply of stamps from the central dépôt or from another local dépôt, the officer in charge of the local dépôt shall personally examine the outward appearance of the boxes or packets and satisfy himself that they bear no marks of having been tampered with. He shall then have the boxes or packets opened in his presence, and the contents of each box or packet counted either by himself, or in his presence, immediately on its being opened. At the head-quarters of a district, where the treasury is the local dépôt, the boxes or packets should invariably be placed immediately on arrival in the strong-room of the Treasury and there opened, one at a time, in the presence of the Treasury Officer who must be present all the time the boxes or packets are being opened and their contents examined and counted. In no case must a second box or packet be opened until the contents of the first have been completely examined and verified and placed in the proper receptacles as required by Rule 15. The number and value of stamps received shall be compared by officer in charge with the invoice submitted or with the passed indent and a receipt shall be sent not later than seven days after the arrival of the stamps to the officer who sent the stamps.

13. Local Governments may issue such orders as may be thought necessary regarding the detailed counting of stamps received in a local dépôt, and as to the descriptions of stamps which the officer in charge must count with his own hands. Such orders may include instructions that a certain percentage

\* For branch dépôts the figures of the latest periodical return received at the local dépôt showing details of stamp balances may be used for the purpose of calculating the total required for entry in each column.

only of sealed packets marked as containing a certain number of stamps need be opened and counted at the time of receipt, and the remainder, if the percentage opened are all found correct, left with seals unbroken to be counted as they are required on being given out from double lock. The officer in charge is responsible for observing any such instructions, and for satisfying himself as to the number of stamps received before signing the receipt. The inside wrappers of packets of stamps which bear the initials of the officers through whose hands the packets passed before issue from England should invariably be preserved till the whole contents of the packets have been examined and found correct.

14. If any of the stamps received are found to be unfit for issue, they should be at once returned to the Controller of Printing, Stationery and Stamps or Superintendent of Stamps as the case may be. Stamps which are through any accident rendered unfit for issue at any time after receipt should be similarly returned to the Controller of Printing, Stationery and Stamps, or Superintendent of Stamps, as the case may be, as soon as their unfitness is discovered. The necessary entries on account of stamps so returned should be made in the monthly statement (Rule 37), and in the *plus* and *minus* memoranda (Rule 39).

15. Immediately after the stamps received have been counted, they shall be placed in proper receptacles in the store under double lock in the presence of the officer in charge, arranged in parcels and packets containing known quantities, the amount and value of each denomination being entered at the same time in a register maintained to show the receipts and issues to and from the store under double lock. These entries shall be checked by the officer in charge at the time the stamps are deposited, and the correctness of the arithmetical calculations of additions to balance, as well as of the values compared with quantities,\* shall be verified and initialed by him at the time. The register shall then be placed with the stamps in the double lock receptacles and shall not be removed therefrom, nor shall any entries be allowed to be made therein except in the presence of the officer in charge.

16. The treasurer, or such other officer as the Local Government may direct, shall be the *ex-officio* vendor of all descriptions of stamps in each local dépôt. Except in Rangoon, Moulmein, Akyab, Bassein and Mandalay, sales to the public or to licensed vendors shall not be made direct from the stores under double lock, such sales being made by the *ex-officio* vendor from the supply entrusted to him for this purpose, to be kept by him under single lock, as prescribed in the following rules.

17. The stock to be made over to the *ex-officio* vendor to be kept by him under single lock should ordinarily be sufficient for the probable demand of one month. The *ex-officio* vendor will maintain a register of receipts and issues.

\* *N.B.*—In all cases where stamp registers have to be checked, the actual check of quantities against values is a very important one; the correctness of the calculations of value must be tested in detail either by actual multiplication or by use of correctly prepared tables, and this check should never be omitted. This remark applies also to such of the following rules as prescribe a check of this kind. It is not necessary that the complete checking should be done by the officer himself. It will be sufficient if the officer personally checks 10 per cent. of the entries in each class of stamps, leaving the remaining entries in each class to be checked by a subordinate under his supervision.

from single lock in the same form as the double lock register, and on a fixed date near the beginning of each month he will prepare an indent for the quantity required for the month in a form showing the balances in his hands, an average month's consumption and the quantity required. When this indent is presented to the officer in charge, he will examine the single lock register, check the correctness of the arithmetical calculations made therein, and compare the balance shown with the actual balance in the *ex-officio* vendor's hands. If he approves the indent, he shall then give out the quantity required from the store under double lock, check the correctness of the entries made in the double lock register, see that they correspond with those made in the single lock register, initial both registers and return the double lock register into the double lock store. When it is necessary to issue stamps from the store under double lock more than once in one day, the above checks need only be applied at each time of issue to the particular descriptions of stamps issued. But at the end of each day the Treasury Officer should verify the whole balance of stamps in *ex-officio* vendor's hand and check his registers. The same procedure shall be followed if any stamps should be required at any intermediate date. Local Governments may reduce the period of one month mentioned in this rule to one week, or any other period less than a month, if they consider this desirable, with reference to the amount of the treasurer's security or for any other reason.

18. From the stock so made over to his charge and kept by him under single lock, the *ex-officio* vendor shall sell stamps to the public and to licensed vendors for cash. He shall maintain the single lock register in the form mentioned in the preceding paragraph in such language as the Local Government may direct, entering therein both in quantities and values the receipts from double lock, the daily sales and balance in his hands of each denomination at the end of each day. He shall pay daily into the Treasury the cash received by him for stamps sold, the amount realised on account of each of the four descriptions of stamps—namely, General, Court-fees, Postage and Telegraph—being paid in separately. The account of the daily sales should be inspected and the correctness of the calculations shown therein checked every day by the officer in charge of the dépôt.

19. In Rangoon, Moulmein, Akyab, Bassein, and Mandalay stamps of the value of Rs50 and over may be sold direct from the stores under double lock to the public for cash by the officer in subordinate charge of the dépôt. He shall keep in English an account of such sales in the same manner and form as that prescribed by Rule 18 for sales by the *ex-officio* vendor.

20. The rules regulating the grant of discount and the grant of licenses to licensed vendors for the sale of General and Court-fee stamps vary in different provinces, and are prescribed by Local Governments, subject to the general rule that no change in the rates of discount shall be made without the previous sanction of the Governor-General in Council.

21. Local Governments may direct that the sales to the public of General and Court-fee stamps by *ex-officio* vendors shall be limited to stamps of a value higher than a named amount, the sale to the public of stamps of lower value being left to licensed vendors.

22. Telegraph stamps shall be sold to the public for cash by the *ex-officio* vendors, provided that the quantity of stamps sold to one person at one time shall not be less in value than Rs5, and that the quantity sold shall not include less than one rupee worth of any particular denomination. On such sales no discount is allowed.

23. Telegraph Masters shall obtain supplies of Telegraph stamps from the local depôts, subject to the same conditions in regard to the quantity supplied at one time as those of the preceding rule and shall sell to the public Telegraph stamps of all descriptions and to any value. No discount is allowed to Telegraph Masters for the sales of stamps; but they are allowed permanent advances of Telegraph stamps without payment, the amount of the permanent advance being fixed by the Director-General of Telegraphs. When the permanent advance of Telegraph stamps has once been taken, subsequent issues to Telegraph Masters are made only on cash payment. But when the local dépôt is closed for holidays of more than one day's durations, officers in charge of local depôts are authorised to issue Telegraph stamps to Telegraph Masters without payment in excess of the value of the permanent advance, these temporary advances being adjusted when treasury re-opens by the return of the stamps, or the payment of their value if sold.

24. Service postage stamps shall be sold for cash from local depôts to Government officials and to persons specially authorised to purchase and use service stamps on a written application. On such sale no discount is allowed.

25. Ordinary postage stamps (including half-anna and one-anna unified stamps) shall be sold for cash from local depôts to officers in charge of post offices, receiving offices, tahsils, thanas and police stations at which letters are received for despatch, to persons licensed to sell general stamps under the rules framed under the Stamp Act, 1899 (II of 1899) and to the public: provided that the value sold to any person at one time shall not be less than Rs5, and shall not include any fraction of a rupee, and that embossed envelopes and postcards shall be sold in complete packets only. No discount is allowed on such sales. Soldiers' envelopes are sold from certain selected local depôts only to Commanding Officers in complete packets, no discount being allowed.

26. The officer in charge of every post office, receiving office, tahsil, thana and police station at which letters are received for despatch, is required to keep a supply of ordinary postage stamps (including half-anna and one-anna unified stamps) for sale to the public sufficient for the probable demands of one week. Every person licensed under the rules framed under the Stamp Act, 1899 (II of 1899) to sell general stamps is required to keep a similar supply of half-anna and one-anna unified stamps.

27. Superintendents and inspectors of post offices within their respective jurisdictions, and any other officers of the Post Office, authorised on that behalf by the Postmaster-General or Deputy Postmaster-General, are empowered to examine the stock of postage stamps kept by any of the persons required to keep postage stamps for sale to the public under Rule 26.

## BRANCH DEPÔTS.

28. Every subordinate, branch, or tahsil treasury shall be a branch depôt for the sale of stamps of all descriptions. But in any case where the sale of stamps from such a branch depôt is insignificant, and equal facilities exist for the supply of stamps from a depôt in the same station as the branch depôt, the Local Government may direct the closing of the branch depôt.

29. The sub-treasurer, or such other officer as the Local Government may direct, shall be the *ex-officio* vendor of stamps at a branch depôt.

30. The officer in charge of the branch depôt shall obtain his supplies from the local depôt to which the branch depôt is subordinate, in the same manner as the *ex-officio* vendor at the local depôt obtains his supplies, except that the indent and the stamps must be sent by post or messenger to and from the local depôt, and that the examination of the balance in hand and the comparison of the amounts shown with those shown in the indent shall be done by the officer in charge of the branch depôt. In cases where there is likely to be a distinct saving of cost or greater security of the stamps in transit, the Local Government may empower the Board of Revenue or other superior revenue authority to sanction the despatch of stamps direct from the central depôt, to branch depôt, such supplies being passed through the accounts of the local depôt and treated by the Controller of Printing, Stationery and Stamps, or Superintendent of Stamps, as supplies to the local depôts to which the branch depôts are subordinate.

The receipt and examination of stamps on arrival from a local, central or other depôt should be conducted in the manner laid down in Rule 12.

The *ex-officio* vendor shall obtain his supplies from the officer in charge of the branch depôt in the same manner as the *ex-officio* vendor at the local depôt obtains his supplies from the officer in charge.

31. The supply to be kept in a branch depôt should be not less than the probable demand for three months; but Local Governments may direct that the supply shall be equal to the demand of any other period instead of three months which they may consider expedient. The stock should be kept up to this amount by indenting and obtaining supplies from the local depôt from time to time as may be necessary.

32. As soon as the number of stamps in the branch depôt falls below the number issued from the depôt in the preceding four months, the officer in charge of the depôt shall prepare an indent for a supply equal to the probable consumption of two months. The indent shall show, in separate columns for each denomination of stamps of which a supply is required, the balance in the branch depôt, the quantity sold in the preceding four months and the quantity indented for, which should be approximately one-half of the quantity sold in preceding four months. The period of "four months" and "two months" of this rule may be altered by Local Governments to such other periods as they deem expedient.

33. Local Governments shall fix the period a supply sufficient for which shall be kept under single lock by the *ex-officio* vendor, and the remainder of

the stamps in the branch dépôt shall be kept under double lock of the officer in charge of the branch dépôt and of the *ex-officio* vendor, and given out to single lock as required.

34. Sales from branch dépôts will be made subject to the same rules as those from local dépôts.

#### RETURNS TO AND BY THE CONTROLLER OF PRINTING, STATIONERY AND STAMPS, SUPERINTENDENTS OF STAMPS AND ACCOUNTANTS-GENERAL.

35. On the last open day of September and March each year, the officer in charge of each local dépôt will count, or have counted in his presence, the stamps in his dépôt, both those under double lock and those under single lock, and will require the officers in charge of the branch dépôts subordinate to him similarly to count the stamps in the branch dépôts. He will attach to the monthly statement for September and March rendered to the Controller of Printing, Stationery and Stamps, Calcutta, or the Superintendent of Stamps, Madras, Bombay, Rangoon or Karachi, or, in the United Provinces, Punjab and Central Provinces, to the local Superintendent or Commissioner of Stamps or other officer named by the Local Government, a certificate in the following form :—

I do hereby certify that I have personally examined and counted, or had counted in my presence, the stamps of all descriptions in store in this local dépôt on the <sup>September</sup> ~~March~~ 19 , and found by actual calculation of numbers and

		R	values, not less than 10 per cent. of the entries having been checked by me personally,
* General	.	.	that the value of each description is as stated
Court-fees	.	.	in the margin.* Also that I have received
Telegraph	.	.	similar certificates from the officers in charge
Postage	.	.	

of the subordinate branch dépôts that they have similarly counted the stamps in their branch dépôts on the last day of the month of <sup>September</sup> ~~March~~ 19 , of which the accounts are incorporated in the Head Treasury accounts and that

		R	they have made a similar calculation of
† General	.	.	numbers and values and that these certi-
Court-fees	.	.	ates show the value of each description of
Telegraph	.	.	stamps in all the branch dépôts to be as
Postage	.	.	stated in the margin.†

The total values of stamps in this dépôt and the branch dépôts as found by the above certified examination, are therefore—

		R
General	.	.
Court-fees	.	.
Telegraph	.	.
Postage	.	.

which amounts agree with the balances shown in the monthly statement for <sup>September</sup> ~~March~~, to which this certificate is attached. (If there is any difference, add "with the exception of the following differences" . . . the explanation of which is as follows.)

36. Monthly statements showing the receipts and issues of each local depôt including the transactions of the subordinate branch depôts, shall be prepared by the officer in charge of the local depôt and forwarded in the first week of the succeeding month to the Controller of Printing, Stationery and Stamps, Calcutta, or the Superintendent of Stamps, Madras, Bombay, Rangoon or Karachi, or the local Superintendent or Commissioner of Stamps or other officer specified in Rule 36, separate statements being prepared for General stamps, Court-fee stamps, Telegraph stamps, and Postage stamps.

These statements shall show for each denomination of stamp the values of the balance in hand, at the beginning of each month, of the quantities received from the Controller of Printing, Stationery and Stamps, or Superintendent of Stamps or other officer during the month, of the quantity sold during the month, and of the balance in hand at the end of month. The statements may be forwarded direct to the Controller of Printing, Stationery and Stamps, Calcutta, or the Superintendent of Stamps, Madras, Bombay, Rangoon, or Karachi, or the local Superintendent or Commissioner of Stamps, or through any officer named by the Local Government.

37. The statements shall be checked by the Controller of Printing, Stationery and Stamps, Calcutta, or the Superintendent of Stamps, Madras, Bombay, Rangoon or Karachi, or by the local Superintendent or Commissioner of Stamps or other officer specified in Rule 36, by comparison with previous statements and the accounts of the central depôts, and shall be used by him to check indents and to watch the balances in the local depôts. If the monthly statements of transactions show that the balance of any kind of stamp in any local depôt is falling too low, the attention of the officer in charge should be called to the fact. To enable him to check the returns each local Superintendent or Commissioner of Stamps, or other officer specified in Rule 36, will be supplied by the Controller of Printing, Stationery and Stamps, Calcutta, or Superintendent of Stamps, Bombay or Karachi, with monthly statements showing the stamps issued to and returned by the local depôts subordinate to each.

38. Treasury officers and other officers in charge of local depôts shall forward to the local Accountant-General or Comptroller such returns of the receipts and sales of stamps as the Comptroller-General may direct, in the form of *plus* and *minus* memoranda or otherwise.

39. Controller of Printing, Stationery and Stamps, Calcutta, and each Superintendent or Commissioner of Stamps, or other officer specified in Rule 36, shall send to the Accountant-General or Comptroller such accounts of the transactions of the central and local depôts as the Comptroller-General may prescribe.

40. They shall also every six months intimate to the Accountant-General or Comptroller for comparison with the amounts shown in the returns received from treasuries and other local depôts under Rule 39 the receipt of the certificates prescribed in Rule 36 and the amount of stock certified to be in balance in each local depôt.

41. The Comptroller-General shall prescribe such rules as he considers necessary for the disposal of the account mentioned in the foregoing rules, and for the check of the receipts, issues, and sales.



42. The Government of India in the Finance Department and the Local Governments in Madras, Bombay and Burma shall arrange for a periodical verification by counting of the stock of stamps in the respective central depôts. The verification shall be carried out in the manner and form prescribed by the Comptroller-General, to whom the result will be reported.

43. The Controller of Printing, Stationery and Stamps, Calcutta, and Superintendent of Stamps, Madras, Bombay, Rangoon and Karachi, shall forward every month to the Director-General of the Post Office a statement showing the balances and receipts in the central depôt and the issues to each local depôt, of postage stamps during the month. The Controller of Printing, Stationery and Stamps, Calcutta, each Superintendent or Commissioner of Stamps or other officer specified in Rule 36 shall also send monthly to the Comptroller of the Post Office a statement of the sales during the past month of the several denominations of postage stamps in the local and branch depôts subordinate to him. Each Accountant-General or Comptroller will, with his monthly account-current with the Examiner of Telegraph Accounts, forward a statement showing the total realisations at each treasury from the sales of Telegraph stamps during the month.

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## CONTENTS OF APPENDIX No. 9.

### RULES FOR THE TREATMENT OF ARTICLES BEARING FORGED, COUNTERFEIT OR WASHED POSTAGE STAMPS (ORDINARY AND SERVICE) AND REGARDING THE MIS-USE OF SERVICE STAMPS.

#### PART I.—GENERAL RULES.

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| <ol style="list-style-type: none"><li>1. Application of rules.</li><li>2. Description of cases and sections of Indian Penal Code applicable.</li><li>3. Intimation to be given to the Magistrate of the District.</li><li>4. Or in his absence to any Magistrate or District Superintendent of Police. }</li><li>5. Action to be taken if the article is detected in sorting office.</li><li>6. The article to be detained pending orders.</li></ol> | <ol style="list-style-type: none"><li>7. Endeavours to be made to discover the real perpetrator of the fraud.</li><li>8. Government officials guilty of the like fraud, chargeable with criminal breach of trust, as well as under other sections of Penal Code.</li><li>9. Presumption of theft in cases where service stamps are openly used on a private article.</li><li>10. Presumption of criminal misappropriation in cases where service stamps are used on a private article.</li></ol> |
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#### PART II.—RULES FOR THE TREATMENT OF FOREIGN MAIL ARTICLES BEARING COUNTERFEIT OR PREVIOUSLY-USED POSTAGE STAMPS.

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| <ol style="list-style-type: none"><li>11. Mode of receipt of a foreign mail article believed to bear counterfeit or previously-used postage stamps.</li><li>12. Issue of notice requiring addressee or his agent to attend at the post office.</li><li>13. Conditions under which article may be delivered.</li></ol> | <ol style="list-style-type: none"><li>14. Article not to be delivered unless above conditions are fully complied with.</li><li>15. Submission of article and accompanying documents to head of circle.</li><li>16. Head of circle to forward article and statements to Director-General.</li></ol> |
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## APPENDIX No. 9.

# Rules for the treatment of articles bearing forged, counterfeit or washed postage stamps (ordinary and service) and regarding the misuse of service stamps.

## PART I.—GENERAL RULES.

1. Application of rules.—The following rules prescribe the procedure to be adopted in cases in which the use on an article passing through the Post Office of forged or counterfeit, or washed Indian postage stamps, or the misuse of service stamps, is detected or suspected.

2. Description of cases and sections of Indian Penal Code applicable.—The following are the cases which may occur, and the sections of the *Indian Penal Code* under which the offences which may have been committed will generally be found to fall. Under section 17 of the *Indian Post Office Act* (VI of 1898) postage stamps are “deemed to be stamps issued by Government for the purpose of revenue within the meaning of the *Indian Penal Code*.”

(a) Postage stamp forged or counterfeit.

[Section 255. Counterfeiting a Government stamp.

„ 260. Using as genuine a Government stamp known to be counterfeit.]

(b) Stamp from which previous obliteration appears to have been washed out or otherwise removed or concealed.

[Section 262. Using a Government stamp known to have been before used.

„ 263. Erasure of mark denoting that stamp has been used.]

(c) Service stamp with the letters denoting service removed or scored through or so overlaid with writing as to be concealed.

[Sections 255 and 260. (*Vide* Section 28.)

Section 379. Theft.

„ 409. Criminal breach of trust by public servant.

„ 411. Dishonestly receiving stolen property.]

3. Intimation to be given to the Magistrate of the District.—When any such stamp is detected on a postal article passing through the post either in the office of posting or in the office of delivery, or on a postal article, document, or telegraph message presented at the window of the post office, the postmaster should detain the article and at once lay information before the

District Magistrate\* under section 190 (c) of the *Criminal Procedure Code*, as to the offence which has been committed and ask him to take steps to obtain possession of the article, document, or telegraph message under section 95 of the *Criminal Procedure Code*.

II. If the article, document, or telegraph message to which the suspicious stamp is affixed, was handed in at the window of the post office, the name and address of the person who presented it should be ascertained, and he should be informed that it will be detained for enquiry. Information of the occurrence should also be at once given to the police in order that they may, if necessary, take action under section 54 of the *Criminal Procedure Code*. If the article is one for which a receipt would ordinarily be granted, *e.g.*, a registered letter or telegraph message, instead of the usual receipt, a manuscript receipt bearing the date-stamp of the office is to be given to the effect that the article is detained for enquiry as it bears a suspicious stamp.

NOTE 1.—Under sections 190 and 4 (1) (h) of the *Criminal Procedure Code*, a Magistrate may take cognizance of an offence whether the person who committed it is known or unknown.

NOTE 2.—If the Magistrate in whose jurisdiction the offence is detected declines to take cognizance of it on the ground that the offence was not committed within the local limits of his jurisdiction, he should be asked to communicate the information to the Magistrate competent to deal with the case.

NOTE 3.—Under section 95 of the *Criminal Procedure Code* any Magistrate is competent to cause the detention of a postal article which may be required for a criminal proceeding pending the orders of the District Magistrate referred to in paragraph 1 of this rule.

4. Or in his absence to any Magistrate or District Superintendent of Police.—In the absence of the Magistrate of the District, intimation may be given to any Magistrate or District Superintendent of Police, with a suggestion that he should authorise the detention of the article under section 95† pending the orders of the Magistrate of the District.

5. Action to be taken if the article is detected in a sorting office.—If the article is detected when passing through a sorting office, it should be put into an envelope addressed to the postmaster of the office of destination where the steps here prescribed will be taken. When putting the article into the envelope, a note should be made drawing the attention of the office of delivery to the offence which is suspected.

\* Postmasters will note that they are not to *deliver up* the article to the District Magistrate or, in his absence, to any other Magistrate or District Superintendent of Police, but merely to *give information* regarding it, in view to the issue of the necessary order by the Magistrate. There is, however, no prohibition against the postmaster's producing the article if required for the Magistrate's inspection prior to the issue of any order.

† Section 95 (1).—If any document, parcel or thing in such custody is, in the opinion of any District Magistrate, Chief Presidency Magistrate, High Court, or Court of Session, wanted for the purpose of any investigation, enquiry, trial or other proceedings under this Code, such Magistrate or Court may require the Postal or Telegraph authorities, as the case may be, to deliver such document, parcel or thing to such person as such Magistrate or Court directs.

(2) If any such document, parcel or thing is, in the opinion of any other Magistrate, or of any Commissioner of Police or District Superintendent of Police, wanted for any such purpose, he may require the Post Office or Telegraph Department, as the case may be, to cause search to be made for and to detain such document, parcel or thing, pending the order of any such District Magistrate, Chief Presidency Magistrate, or Court.

6. The article to be detained pending orders.—Pending the receipt of orders from the authority applied to, the article may be provisionally detained, full particulars of the case being at once reported to the superintendent and the Postmaster-General, who will take such steps as the circumstances may require.

7. Endeavours to be made to discover the real perpetrator of the fraud.—It must be borne in mind that the poster of an article bearing a forged or counterfeit stamp or a stamp of which a previous obliteration has been removed or concealed is not necessarily the person guilty of the suspected fraud, as he may be able to show that his purchase of the stamp was a *bond fide* one; and in some cases there has been reason for suspecting that a stamp that is forged, or counterfeit, or of which a previous obliteration has been removed or concealed has been affixed to an article which has been posted with the object of causing annoyance to some innocent person whose name has been used in a fictitious letter inside; but in such cases it is equally necessary to use every endeavour to discover the real perpetrator of the fraud.

8. Government officials guilty of the like fraud, chargeable with criminal breach of trust, as well as under other sections of Penal Code.—A Government official entrusted with service stamps or the prepayment of official correspondence, who may remove or conceal the marks upon them by erasure or writing, would, in addition to the penalty of such act, be chargeable with criminal breach of trust under Section 409.

NOTE.—The case referred to in this rule is quite distinct from that in which a Government official who prepays a private letter by means of a service stamp, certifies such letter to be "On His Majesty's Service." There is no criminal penalty for an offence of the latter kind; but steps should be taken to have it dealt with departmentally.

9. Presumption of theft in cases where service stamps are openly used on a private article.—The misuse of service stamps is not an offence in itself when no attempt has been made to conceal the true character of the stamps used. But as service stamps are issued only to Government officials, and solely for use on official correspondence, and as no person legally holding such stamps has any right to use them on private correspondence, a presumption is raised in regard to all stamps thus used that they have been stolen and that the offence of theft (Section 379, *Indian Penal Code*), or dishonestly receiving stolen property (Section 411) has been committed.

10. Presumption of criminal misappropriation in cases where service stamps are used on a private article.—It may transpire on enquiry into the circumstances under which the stamps are used, that neither of the offences mentioned in the preceding clause can be established. It may be asserted, or proved, that the stamps came into the possession of the subsequent user under circumstances which would not make him a dishonest holder. In case of this kind it has been held in several Courts that, though the original possession may have been unaccompanied by any suspicion of criminal dishonesty, still, if the user, from his ability to distinguish between ordinary and service stamps, or from enquiry or otherwise, knows the true nature of the stamps, on using them he commits the offence of criminal misappropriation of property (Section 403, *Indian Penal Code*) in converting them to his own use. In cases

where conviction has been obtained under this section, the order has proceeded from the opinion held that the word or letters indicating "Service" printed on the stamps are sufficient indication that they are the property of Government.

PART II.—RULES FOR THE TREATMENT OF FOREIGN MAIL ARTICLES BEARING COUNTERFEIT OR PREVIOUSLY-USED POSTAGE STAMPS.

11. Mode of receipt of a foreign mail article believed to bear counterfeit or previously-used postage stamps.—An article of the foreign mail bearing a postage stamp which the post office of the country of origin has reason to believe counterfeit or previously used, will be received from that country enclosed, along with a special advice in Union form K (appended to these rules) in a postal service registered cover addressed to the office of destination.

12. Issue of notice requiring addressee or his agent to attend at the post office.—When such an article is received in an Indian post office for delivery, it should be shown to the postmaster who will serve the addressee with a notice in the following form inviting him to attend, either in person or by agent, within 48 hours, at the post office to receive delivery of the article:—

" To

\_\_\_\_\_ (name)

\_\_\_\_\_ (address)

SIR,

Whereas a \_\_\_\_\_  
(here describe the article) bearing a postage stamp which is believed to be  
counterfeit  
previously-used one has been received to your address from \_\_\_\_\_

(here name the office and country of origin), you are hereby invited to attend either in person or by an agent duly authorised in writing to represent you, at the post office, within 48 hours, to receive delivery of the same.

Postmaster."

Dated 19 .

13. Conditions under which article may be delivered.—Should the addressee or his agent attend at the post office within the time specified in the notice, the article may be delivered to him provided that he pays the postage due and that he consents to make known the name and address of its sender and to surrender to the postmaster the portion of it which bears the address and the postage stamp or stamps.

14. Article not to be delivered unless above conditions are fully complied with.—On the other hand, if the addressee should fail to attend, by himself or his agent, within the specified time, or if, having so attended, he should refuse to make known the name and address of the sender of the article or to make over to the postmaster the portion of it required under rule 13, the article should not be delivered.

15. Submission of article and accompanying documents to head of circle.—In either of the cases referred to in rules 13 and 14, the postmaster should record a statement in form L (appended to these rules), setting forth the action taken by him and the facts of the case, such as failure on the part of the addressee or his agent to attend at the post office, refusal to make known the name and address of the sender, etc. This statement, together with the portion of the article required under rule 13 and the advice (form K) received with the article, should be submitted through the prescribed channel to the head of the circle in which the office of delivery is situated.

16. Head of circle to forward article and statements to Director-General.—The head of a circle, on receiving the statements and the portion of the article referred to in rule 15 should forward them to the office of the Director-General for transmission to the Postal Administration of the country of origin of the article.

NOTE 1.—Form L will be supplied to head offices only. When a sub or branch office receives for delivery an article of the foreign mail accompanied by an advice in form K, the sub or branch postmaster should place the article in deposit and obtain the instructions of the head office as to its disposal. In such cases, the head office will forward a copy of form L to the office of delivery with clear instructions as to the action to be taken under rules 12 to 15.

NOTE 2.—When the addressee of a foreign mail article, which has been received accompanied by an advice in form K, has changed his address and has left instructions for the redirection of articles to his new address, the article, accompanied by the advice in form K, should be sent in a postal service registered cover to the address of the postmaster of the new office of delivery or, if that office be a sub or branch office, to that of the postmaster of its head office. If instructions for redirection have not been left by the addressee, the article and the advice (form K) should be submitted, with a report to that effect, through the prescribed channel, to the head of the circle.

NOTE 3.—If an Indian office of foreign exchange receives an article of the foreign mail accompanied by an advice in form K, and the article is intended for delivery by an office other than itself, it should forward the article and advice to that office or, if the office of delivery be a sub or branch office, to its head office enclosed in a cover registered on postal service.

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Administration  
des  
Postes

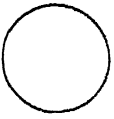
**Form K.**

**AVIS DE L'ENVOI,**

Bureau  
d' \_\_\_\_\_  
Département ou Province.

Sous recommandation d'office, de l'objet de correspondance décrit ci-après paraissant revêtu  
d'un timbre-poste frauduleux.

Nature de l'objet.	Bureau d'origine et date d'expédition.	Copie textuelle de l'adresse.	Indication du timbre- poste présumé frauduleux (valeur).	Observations.
1	2	3	4	5



Signature du bureau  
expéditeur.

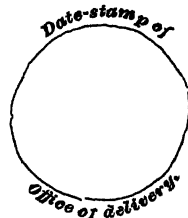
\_\_\_\_\_ des Postes.



## Form L.

Administration des postes de l'Inde britannique.  
*Postal Administration of British India.*

PROCÈS-VERBAL.  
 PROCEEDING.



Appx. No. 9.  
 Form L.

Dressé à } \_\_\_\_\_ par application de l'article 18  
*Drawn up at } \_\_\_\_\_ under the requirements of Article 18*  
 de la Convention de l'Union postale universelle et de l'article XXXII du  
*of the Convention of the Universal Postal Union and of Article XXXII of the*  
 Règlement d'exécution de cette Convention.  
*Regulation for the execution of that Convention.*

EMPLOI D'UN TIMBRE-POSTE FRAUDULEUX.  
 USE OF A FRAUDULENT POSTAGE STAMP.

L'an mil neuf cent } \_\_\_\_\_  
*In the year one thousand nine hundred and }*

le } \_\_\_\_\_ Nous soussigné employés des Postes  
*on the } \_\_\_\_\_ We, the undersigned postal officials*  
 à } \_\_\_\_\_, agissant  
*at }*

en vertu de l'article 18 de la Convention de l'Union postale universelle et de  
*under the authority of article 18 of the Convention of the Universal Postal*

l'article XXXII du Règlement d'exécution de cette  
*Union and of article XXXII of the Regulation for the execution*

Convention, et assistant à la vérification d } \_\_\_\_\_  
*of that Convention, and present at the examination of\* }*

expédié le } \_\_\_\_\_ de } \_\_\_\_\_  
*despatched on the } \_\_\_\_\_ from }*

\* Here enter  
 the descrip-  
 tion of the  
 article, i. e.,  
 letter, sample  
 packet,  
 printed  
 paper,  
 business  
 paper, etc.

\_\_\_\_\_ { à l'adresse de M. } \_\_\_\_\_  
*\_\_\_\_\_ { to the address of Mr. } \_\_\_\_\_*

à } \_\_\_\_\_  
*at }*

pesant } \_\_\_\_\_ { et affranchi à raison de } \_\_\_\_\_  
*weighing } \_\_\_\_\_ { and prepaid by means of }*

\_\_\_\_\_, avons constaté que cet envoi était revêtu d'un  
*certify that this article bears a*

timbre-poste présumé frauduleux, ce qui constitue la contravention prévue par  
*presumably fraudulent postage stamp, which constitutes the offence contemplated*  
 l'article 18 de la Convention précitée.  
*by article 18 of the aforesaid Convention.*

Le destinataire  
The addressee\*

- (a) { a manqué de se présenter au bureau de poste,  
*has failed to attend at the post office,*
- (b) { a refusé de faire connaître l'expéditeur,  
*has refused to make known the sender,*
- (c) { a refusé de mettre à la disposition de la poste  
la partie de l'envoi qui contient la suscription et le  
*has refused to place at the disposal of the post office*  
*the portion of the article which bears the address and*  
timbre signalé comme frauduleux,  
*the stamp advised as being a fraudulent one,*
- (d) { a déclaré que l'expéditeur lui est inconnu,  
*has stated that the sender is not known to him,*
- (e) { a déclaré que l'expéditeur est M.  
*has stated that the sender is Mr.†* } \_\_\_\_\_

\* Score out any of the entries (a), (b), (c), (d) and (e), not appropriate to the case.

† Here enter the name and address of the sender. The name of the street in which he resides and the No. of his house should be given, if possible.

‡ Score out the entry (a), or (b) not appropriate to the case.

En conséquence  
Consequently‡

- (a) { nous avons saisi l'envoi et le présentons  
*we have seized the article and submit it*
- (b) { nous lui avons remis l'envoi et, ayant obtenu la partie  
qui contient la suscription et le timbre signalé comme  
*we have delivered the article to him and, having*  
*obtained the portion which bears the address and the*  
stamp signalé comme frauduleux, nous la présentons  
*being a fraudulent one, we submit it*

à l'effet de le transmettre à l'Administration des Postes d } \_\_\_\_\_  
*with a view to its transmission to the Postal Administration of*

De quoi, nous avons dressé le présent procès-verbal pour qu'il y soit donné suite  
*We have, therefore, drawn up this proceeding in order that action may be taken in*  
conformément à l'article 18 de la Convention et à l'article XXXII du Règlement  
*accordance with article 18 of the Convention and article XXXII of the*  
susmentionnés.  
*Regulation above-mentioned.*

Signature du destinataire  
ou du fondé de pouvoirs.  
*Signature of addressee*  
*or of his agent.*

Receveur des Postes.  
*Postmaster.*

Commis chargé de surveiller le  
service de la distribution.

\* *Delivery Clerk.*

\* When the office of delivery is a sub or branch office in which no clerk is employed, the signature of a second official on this document may be dispensed with.

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### COMPILATION OF ORDERS OF THE TELEGRAPH DEPARTMENT RELATING TO COMBINED OFFICES.

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| <ol style="list-style-type: none"><li>1. Utilisation of the postal agency in the operations of the Telegraph Department.</li><li>2. General scheme.</li><li>3. Charges for telegrams received at post offices.</li></ol> | <ol style="list-style-type: none"><li>4. Training of Post Office officials in telegraph duties.</li><li>5. Extension of telegraph lines.</li><li>6. Free transmission of—<ol style="list-style-type: none"><li>(a) telegraph letters and parcels by post ;</li><li>(b) Postal Service messages.</li></ol></li></ol> |
|--|---|

#### PART II.—GENERAL INSTRUCTIONS TO DIVISIONAL SUPERINTENDENTS.

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|---|--|
| <ol style="list-style-type: none"><li>7. Free transmission by post or telegraph.</li><li>8. Postmasters' agents for receipt of messages.</li><li>9. Postmasters of outlying offices to act as agents for the collection and despatch by post of inland telegrams to the nearest telegraph office.</li></ol> | <ol style="list-style-type: none"><li>10. Suggestions by divisional superintendents.</li><li>11. Routine to be adopted in opening postal combined offices.</li><li>11(a). Routine to be adopted in closing a combined office or in converting such an office into a departmental office.</li><li>12. Notice to non-Departmental Telegraph systems.</li></ol> |
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#### PART III.—TRAINING POSTAL EMPLOYÉS.

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| <ol style="list-style-type: none"><li>13. Divisional superintendents to arrange for training Postal employés.</li><li>14. Selection of probationers.</li><li>14(a). Allowance granted in Burma to postal probationers while under training in telegraphy.</li><li>15. Opportunities of learning telegraphy to be given to Postal supervising officers.</li><li>16. Progress reports.</li><li>17. Standard for signalling.</li><li>18. Uncertificated men not to be employed.</li></ol> | <ol style="list-style-type: none"><li>19. Testing in case of interruption.</li><li>20. Final examination.</li><li>20(b). Inspecting officers to examine postal officials and grant higher standard certificates.</li><li>20(b). Examination of signallers in combined offices.</li><li>21. Certificate (Form X-1).</li><li>22. Probationers not to attend class after qualifying.</li><li>22(a). Supply of Dummy Keys, on loan, only to postal officials qualified in signalling.</li></ol> |
|--|---|

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- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>23. System of working.</li><li>25. Spare battery material not to be kept in Postal combined offices.</li><li>26. Departmental employé to be deputed to open Postal combined offices.</li></ol> | <ol style="list-style-type: none"><li>27. Duties of messengers.</li><li>28. Interruptions.</li><li>28(a). Postmasters, sub-postmasters, clerks or signallers not to be ordered out on lines.</li></ol> |
|--|--|

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- |   |   |
|---|---|
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|---|---|

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- |  |   |
|--|---|
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## PART VIII.—ACCOUNTS.

- |   |   |
|---|---|
| <p>59. Lump sum sanctions for combined offices.</p> <p>59(a). Copy of monthly charges accepted by the Telegraph Department for the working of a combined office, as well as any subsequent revision of these charges, to be furnished to Sub-Divisional Officer by the Divisional Superintendent.</p> <p>60. Conditions of allowances to postmasters, etc.</p> <p>61. Watermen for watering earth connections.</p> <p>62. Procedure to be followed in passing charges incurred on account of travelling and transit pay of combined office postal employes.</p> | <p>63. Delivery charges.</p> <p>63(a). Monthly accounts of payments on account of combined offices furnished by the Comptroller, Post Office, to the Examiner of Telegraph Accounts.</p> <p>64. Articles required in combined offices to be supplied on Divisional Officer's sanction. Procedure.</p> <p>65. Disposal of imprest, etc., of transferred offices.</p> <p>66. Period for which combined office records should be preserved.</p> <p>67. Procedure to be followed in opening a combined office or for altering the working hours or establishment of an existing office.</p> |
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|--|---|
| <p><b>68.</b> Points to be considered in connection with proposals relating to the opening of a combined office, or raising the status, or increasing the strength, of an existing office, or removing a combined office from one site to another.</p> | <p><b>69.</b> Duration of experimental period of combined office.</p> |
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## APPENDIX No. 10.

# Compilation of orders of the Telegraph Department relating to combined offices.

## PART I.—Orders of Government.

*Extract from Resolution No. 287-T., dated 9th October 1883, by the Government of India, Public Works Department.*

1. In pursuance of the orders of the Government of India, the Director-General of Telegraphs now submits a scheme, drawn up in consultation with the Director-General of the Post Office, for utilising the agency of the Post Office in extending the operations of the Telegraph Department. The following are the main heads of this scheme which has the cordial approval of the Government of India :—

2. To constitute every Post Office in the Empire a receiving office or dépôt for the receipt of "Inland" telegrams from the public whence "Inland" telegrams will be despatched by post to the nearest Telegraph station, whether such station be a Government office or an office of a Railway Telegraph system.

NOTE.—Throughout this Chapter the term Railway Telegraph system includes also Canal Telegraph systems.

3. The charge to the public for a telegram received at a Post Office to be the same as the charge for a telegram received at a Telegraph Office.

4. To train a number of Post Office officials in Telegraph duties (their pay while under training and all connected expenses being borne by the Telegraph Department) for the purpose—

(a) of combining telegraph with Postal work at Telegraph stations where the work can be done efficiently and cheaper by using the agency of the Post Office ; and

(b) of working Branch Telegraph stations, off the present main routes, which it is proposed to establish in Post Offices.

5. To erect short lines of telegraph inexpensively constructed, connecting the existing telegraph system with the Post Offices in towns in the vicinity, with the object of bringing the advantages of the telegraph within the reach of people off the main routes, thus providing a large extension of its sphere of usefulness at the least possible expense to the State.

The extent of these connections must be limited by financial considerations, but it is hoped that Local Governments and Administrations will be ready to contribute towards the expense involved, when it is known that this expense, under the arrangements now sanctioned, will be reduced to a minimum.

6. It has also been proposed by the two Directors-General that, in order to remove friction and to facilitate the combined working, the Post Office shall make no charge for postage, registration, etc., of articles on Telegraph service, and that all telegrams sent by the Post Office shall be considered as "on the service of the Telegraph Department," and transmitted without charge over the lines of the Telegraph Department, and of all Railway Telegraph systems.
- Free transmission of—  
(a) Telegraph letters and parcels by post ;  
shall be considered as  
(b) Postal Service messages.

## PART II.—General instructions to divisional superintendents.

7. In accordance with the foregoing orders, all State telegrams tendered by Postal officials are accepted without payment and post or telegraph. classed XT, T, or DT, as the case may be, and no fees are levied from postal officials for copies of the English mail steamer arrival report. Similarly no charge is made by the Post Office for postage or registration within Indian limits of articles on the service of the Telegraph Department, which bear the usual frank and superscription "On His Majesty's Service," with the words "On Telegraph Service" added—nor is any commission charged for Inland money orders on the same service.

NOTE.—In the very rare cases when it is necessary to remit money on Telegraph Service by telegraph money order, such money order must be paid for just as if it were a private telegraph money order. It is not intended that recourse should be had to this method of remittance except under very special circumstances.

8. At Post Offices connected by wire to Telegraph Offices, the Postmasters perform the duties of a Telegraph Master : such Postmasters' agents for receipt of messages. Offices are called Postal Combined Offices (*vide* Rule 10 in Section II of the *Telegraph Guide*).

9. At all Post Offices (except some Branch Offices) beyond the limits of the Telegraph system, the Postmaster is the agent of the Telegraph Department for the collection and despatch by post to the nearest Telegraph Office of paid Inland telegrams : such Post Offices are called Postal Receiving Offices (*vide* Rule 11 in Section II of the *Telegraph Guide*).
- Postmasters of outlying offices to act as agents for the collection and despatch by post of inland telegrams to the nearest telegraph office.

10. In submitting to the Director-General proposals for opening combined Telegraph Offices in Form Z.-80 (*vide* also paragraph 76) the following points are to be attended to, and entries are to be made in the Form in their proper places :—
- Suggestions by divisional superintendents.

- (a) Name of the place, district and province in which the proposed combined office is situated.

- (b) Origin of the proposal, *i.e.*, on whose initiative.  
 (c) Diagram (in Traffic Chart Form) showing how it is proposed to connect the office to the existing system.

NOTE 1.—New line and extra wire are to be shown separately with length of each in miles.

NOTE 2.—Extensions of line or addition of wire are to be shown in *red* and existing lines in *black*.

NOTE 3.—The diagram\* should show the complete circuit with all offices thereon or to which the proposed office is to be looped or otherwise connected and any additional sounder that would be required on the circuit in connection with the proposed office. In the case of a loop the diagram should also show the distances from the point where it leaves the existing line to the nearest office on each side.

NOTE 4.—When it is proposed to open an office in a town already possessing one or more local Combined or Departmental offices, the diagram should show those offices as well as the Central office, and give the distance of the proposed office from the nearest existing offices.

NOTE 5.—Whenever it is proposed to increase the number of offices on a circuit beyond five the traffic of the whole circuit should invariably be given.

NOTE 6.—Before submitting a proposal in Form Z.-80 for opening a combined office, the Sub-Divisional Officer should, as a rule, inspect the route himself. Where he has not been able to inspect the route, he should state who has inspected it, and if he considers the inspection reliable.

NOTE 7.—When submitting proposals in form Z.-80 for the opening of combined offices for which a guarantee is likely to be required, the Divisional Superintendents will provide for the construction of the proposed line, extension or loop, with *permanent* material, as a guarantee cannot be quoted for a line of temporary material.

- (d) Specification of new line proposed to be constructed.

NOTE.—For branch lines not exceeding 15 miles in length, proposed experimentally, bamboo supports 20 to the miles. 4½" brackets, any available pattern of insulator and 150 lbs. per mile wire should be used whenever feasible.

- (e) If wire to be added to existing line state gauge of wire, and whether the supports will carry the extra wire. The number per mile, height of posts and number of wires already up.  
 (f) Any particulars as to the route of the line, whether a road exists between the two points, whether bullocks or bamboos are obtainable locally, and at what price, and any construction difficulties, such as large rivers, etc.  
 (g) Approximate estimates under :—

	R
Local cash . . . . .	.
Store branch cash . . . . .	.
Stores . . . . .	.
Total . . . . .	_____

- (h) Class of office, or hours of working if special hours have to be kept.  
 (i) Details of working charges (including consolidated contribution) and rent—if any—which it is proposed should be accepted.

NOTE.—In the case of a proposal for rent a note should be made how the proposed rent is arrived at and it should also be stated (a) whether a new building is to be rented to accommodate the combined office, or (b) if the existing rented building of the post office is to be enlarged to accommodate the Telegraph portion of the combined office, entailing thereby a payment of higher rent.

\* A tracing from a map on a scale of not less than 32 miles to the inch will serve the purpose.



- (j) If any expenditure for building will be necessary—estimated amount.
- (k) Reasons for supposing that a fair amount of traffic will be obtained, and a rough estimate of probable receipts.
- (l) Particulars of any local applications for an office, terms offered, or opinion of local officials. If near a Railway office, what distance intervenes? Is Railway Telegraph service adequate or not? If not, have complaints been made against it?

(N.B.—Guarantees should not be asked for without previous sanction of the Director-General.)

- (m) If in a Native State, the result of a reference to the Local Government or Agent, Governor-General, as to whether any objection exists either on the part of the Government or of Native State concerned.
- (n) Whether the new line will be an extension of, or a loop on, a guaranteed line? Distance of proposed office from nearest guaranteed office; and whether traffic of the latter is likely to be affected (and, if so, to what extent) by the opening of the former.

N.B.—Orders regarding estimates for such lines are given in Chapter I, paragraph 59.)

11. When the Director-General's sanction to the opening of a Combined Office has once been given, it is the duty of the Divisional Superintendent, in communication with the head of the Postal Circle, to submit the necessary estimates and indents; if necessary, to arrange for the training in signalling of the Postal employes concerned, and generally to arrange for opening the office without further reference to the Director-General.

In ordinary course, the following are the only letters or reports to be sent to the Director-General after he has sanctioned an office:—

- (1) Estimates for line.
- (2) Letter reporting beginning of line.
- (2) (a) Progress Reports when required under Chapter I, paragraphs 146 to 149.
- (3) Letters reporting completion of line. One copy to Director, Construction Branch, and other to Director, Traffic Branch. The latter should be informed when the postal authorities are not ready to open the office.

NOTE.—(2) and (3) are on no account to be delayed.

- (4) Deferred telegram (from office) to Director, Traffic Branch, reporting opening of office.
- (5) Completion report of line when required under Chapter I, paragraph 161.

11(a). When the decision of the Director-General to close a Combined Office, or to convert one into a Departmental Office, either temporarily or permanently, has been given, it is the duty of the Divisional Superintendent to at once communicate this decision to the Head of the Postal Circle, intimating at the same time the date on which the change will probably be carried out.

Routine to be adopted in opening Postal Combined Offices.

Routine to be adopted in closing a combined office or in converting such an office into a Departmental office.

12. Early notice must be given to a non-departmental Telegraph system whenever it is determined to connect any of its stations by wire with a Post Office.

Notice to non-departmental Telegraph systems.

### PART III.—Training Postal employes.

13. Divisional Superintendents are authorised, on the requisition of the head of a Postal Circle, to arrange for teaching signalling to a reasonable number of Postal employes, regard being had to the number of Combined Offices to be worked within the limits of each division, and a fair margin being allowed for casualties and extensions.

Divisional Superintendents to arrange for training Postal employes.

14. The responsibility of selecting suitable men for instruction in telegraph work rests with the Postal authorities, and it has been arranged with the Director-General of the Post Office that no man shall be selected to learn telegraphy—

Selection of probationers.

- (1) who is over 25 years of age ;
- (2) who has not a fair knowledge of English (*i.e.*, who cannot, when addressed in English, understand what is said to him, and who cannot write legibly and spell with ordinary correctness) ;
- (3) who, while under training, cannot attend for instruction regularly some three or four hours daily.

If after trial men are found not to answer these requirements, they should be removed from the class by the Divisional Superintendent, and the fact reported to the head of the Postal Circle.

14(a). An allowance of Rs20 per mensem is admissible to postal probationers in Burma while under training in telegraphy subject to the condition that the allowance shall not be drawn by any individual for a longer period than six months.

Allowance granted in Burma to postal probationers while under training in telegraphy.

15. The Director-General of the Post Office having pointed out that it is desirable that Superintendents, Inspectors and other officers of the Post Office should have opportunities to acquire an elementary knowledge of signalling and signal office routine, Divisional Superintendents are requested to admit to training classes any such officer who may be nominated by the heads of Postal Circles.

Opportunities of learning telegraphy to be given to Postal Superintending Officers.

It is desired to confine such tuition as far as possible to training classes ; but instances may arise in which Postal officers may be prevented from attending at established classes, and to meet such cases, which will, it is hoped, be rare, Divisional Superintendents are authorised to allow them to attend at other offices on the understanding that they be not permitted to see telegrams in transmission, and that the necessary precautions be taken to ensure secrecy in this respect.

16. A Progress Report, in respect of Postal employés, should be submitted monthly to the Divisional Superintendent, and a copy to the head of the Postal Circle, showing date of commencement of training, progress made and, eventually, date of qualifying. It is considered that four months should suffice for qualifying under the standard given in 17 below, but under no circumstances should any Postal employé be retained under tuition for more than six months without the special sanction of the Divisional Superintendent. Any postal probationer who passes the higher standard alluded to in paragraph 17 below, within the prescribed period of six months, will receive an honorarium of R30. Should the Divisional Superintendent at any time think that the progress of any learner is so unsatisfactory that he cannot qualify within the prescribed period, he should at once report the fact to the Postmaster-General.

17. The original standard for Postal employés was fixed at sending and receiving (open and closed circuit) ten words per minute (after deductions as in chapter B, paragraph 15) during trials of not less than five minutes' duration, the piece to contain 10 per cent. of figures.

With the concurrence of the Director-General of the Post Office, the above standard has been modified as follows :—

The standard is now fixed at sending and receiving (open and closed circuit) sixteen words per minute (after deductions as in B 15) during trials of not less than five minutes' duration. The pieces must contain 10 per cent. of figures.

It will be an understood thing in the Post Office that increase of pay and promotion will be given only to those men who can receive and send 16 words a minute as above and have obtained a certificate to this effect. Postal signallers who, on examination, fail to pass the higher standard will be reported to the head of the circle.

18. The employment, for sending and receiving telegrams in Combined Offices, of probationers and others who do not hold certificates is absolutely forbidden.

19. The adjustment of instruments and the testing of an office in case of interruption should form part of the ordinary training of Postal probationers and certificates should not be given to men who have not qualified in these respects and in a thorough knowledge of the preparation and maintenance of batteries.

20. The final examination of Postal employés must, as in the case of soldiers, be conducted by a Sub-Assistant Superintendent or higher officer. In certain cases, however, where the Director-General's previous sanction has been obtained, and where the opening of an office would be delayed, a provisional certificate may be given by a Telegraph Master, and the final examination can take place at the convenience of the superior officer.

20(a). When visiting Combined Offices the Inspecting Officer should examine any postal official who holds a certificate by the lower standard and desires to pass by the higher, and grant a certificate if he passes the examination. Postal officials employed at the head-quarters of any Sub-Division may present themselves for examination at any time. Superintendents of post offices will, from time to time, advise the Divisional Superintendents concerned of the names of postal officials who are ready for examination and the combined offices at which it will be convenient for them to appear for examination and arrangements should be made accordingly for their examination as early as convenient.

20(b). All postal signallers employed in combined offices should be examined in signalling once a year, for the first two years of the service, in the same way as signallers of this Department are examined. The Inspecting Telegraph Officer, when visiting combined offices, will conduct the examination and forward the results to the local postal authorities for disposal. This rule will apply also to reserve signallers as their services may be required at any time in combined offices.

The Divisional Superintendent of Telegraphs may, with the approval of the Postmaster-General, order the examination of any signaller whose signalling capacity is believed to have fallen below the accepted standard.

21. When a Postal employé qualifies in Telegraphy, a certificate\* in the following form should be forwarded by the Divisional Superintendent to the Head of the Postal Circle concerned, no copy of the certificate being given to the Postal employé while he is in the service or when he leaves the service :—

GOVERNMENT TELEGRAPH DEPARTMENT.

Certified that \_\_\_\_\_ son of \_\_\_\_\_ of the Post Office, has been under a course of instruction for \_\_\_\_\_ months in Telegraphy at the \_\_\_\_\_ Telegraph Office; that he can read by ear \_\_\_\_\_ words open circuit and \_\_\_\_\_ words closed circuit, and can send \_\_\_\_\_ words per minute, Morse signals; that he is able to put up all the connections of the Morse instruments of the pattern used in the Indian Telegraph Department including a battery of the Minotto pattern, and that he can adjust a relay, a sounder and a bell, and test an office in case of interruption.

He has a sufficient knowledge of the rules and rates for inland and foreign telegrams contained in the *Indian Telegraph Guide*.

He understands the rules for the transmission and delivery of inland and foreign messages, the keeping of the message registers, and the submission of message drafts and returns to the Check Office as laid down in the *Traffic Code*. He thoroughly understands the booking and treatment of Bearing press telegrams.

\_\_\_\_\_  
Superintendent of Telegraphs,  
\_\_\_\_\_  
Division.

Dated

19 .

\* The Divisional Superintendent will endorse on each certificate the following remark :—  
“The honorarium of Rs30 referred to in paragraph 16 was (or was not) earned by this probationer.”

22. As soon as a Postal employé has qualified, the Divisional Superintendent should not permit him any longer to attend the class. Beyond informing the Postmaster-General that a man has qualified, it is unnecessary to make any arrangement for his return to Postal duty.

Probationers not to attend class after qualifying.

22 (a). Dummy Keys may be supplied, on loan, only to those postal officials who have qualified in signalling and should not be lent to postal officials who have not passed in signalling.

Supply of Dummy Keys, on loan, only to postal officials qualified in signalling.

#### PART IV.—Technical.

23. Postal Combined Offices connected to a Departmental Office or to a Railway or canal system, of which the offices are supervised by this Department, will generally be worked on closed circuit, the batteries being placed in the departmental or supervised office in order that they may be looked after departmentally, but the Divisional Superintendent should exercise his discretion in selecting the particular method best suited to the requirements of each case.

System of working.

25. Batteries in Postal Combined Offices should, if possible, be renewed from the nearest available source, so as to avoid keeping spare battery material in Postal Combined Offices.

Spare battery material not to be kept in Postal Combined Offices.

26. As soon as all arrangements have been completed for opening a Postal Combined Office, a departmental Telegraph Master or Signaller should be deputed, at the least possible cost, to set up the instruments, and to open communication. He will also instruct the Postal signaller in the adjustment of instruments and in testing the office for faults, and he will not leave till these matters are thoroughly understood. He should, if possible, test the earth.

Departmental employé to be deputed to open Postal Combined Offices.

27. Whenever messengers are specially sanctioned for Telegraph work, the Divisional Superintendent should arrange with the Postal authorities that it should be made their business to water earths, attend to batteries, and generally do such work as is done by messengers employed in Departmental Offices, and Inspecting Officers should see to this point.

Duties of messengers.

28. In his Circular No. 60 of 17th August 1886 the Director-General of the Post Office has given orders to the following effect :—

Interruptions.

Postmasters or Sub-Postmasters on the occurrence of an interruption will, if no line-men be immediately available, send out the telegraph messenger a short distance along the line, say, 4 or 5 miles, in view to his making such temporary repairs as may be necessary to restore communication, should he detect a fault on the line.

If on inspection the messenger finds that a wire has fallen off the post, he must replace it on the insulator; if a post has fallen down, he should engage coolies, dig a hole, and re-plant the post; if he find two wires in contact, he should separate them; if he find a wire broken, he should engage coolies and

try to get the two ends to meet, and hook them together temporarily. If unable to restore communication, he should return, and report at once to the Postmaster the nature of the damage found, and the Postmaster will inform the Sub-Divisional Officer and the nearest line-man by an XXT telegram.

28(a). Postmasters, Sub-postmasters, and clerks or signallers of the Post Office, whether paid partially or wholly by the Telegraph Department are not to be ordered out on the line either to restore communication or to execute repairs, or to do line maintenance work of any kind whatever.

Postmasters, sub-postmasters, clerks or signallers not to be ordered out on lines.

### PART V.—Traffic.

29. The rules given in Article 172 of the *Traffic Code* are to be adhered to in reporting the opening and closing of Postal Combined Offices. If in any instance the date of opening, closing or transfer of a Combined Office does not correspond with the date of commencement or cessation of the sanctioned working charges, a special report should invariably be made by post to the Director, Traffic Branch.

Procedure to be adhered to in reporting the opening and closing of combined offices.

30. The working hours of an office will generally be fixed at the time the office is sanctioned.

Working hours.

The working hours of a Postal Combined Office when first fixed, or on any subsequent alteration, must be reported to the Director, Traffic Branch, for insertion in the *Telegraph Guide*.

31. If a telegram be presented at a Combined Office out of Telegraph business hours, but within Post Office hours, it must nevertheless, even should the official employed as signaller not be on the premises, be accepted by the Postmaster or other officer in charge at the time under the Rules for Receiving Offices, and a receipt given at once to the person who tenders the telegram, on the understanding that it will be sent as soon as the office is open for Telegraph work. In such cases the Postmaster or other officer in charge should keep the telegram in his custody until handed over to the signaller. In every case in which a telegram is accepted during closed Telegraph hours, a note should be made as follows on the receipt granted to the sender:—"Telegraph Office closed : message will be sent when it opens at—(hour) " :—

Procedure to be followed when a telegram is presented at a combined office out of telegraph business hours but within Post Office hours.

(a) It is not intended that messages should be accepted after the office is finally closed at night, even though a signaller may be living on the premises, unless they are urgent messages in which case they are accepted on payment of extra fees (*vide Telegraph Guide*, Rule 2A).

If, however, the sender wishes the telegram to be sent on at once, and the Telegraph Branch specially opened for the purpose, he should class the message as urgent and pay the late fees prescribed in rule 2A of the *Telegraph Guide*.

**32.** The relations of the Check Office with Combined Offices are the same as those with offices worked by employes of the Telegraph Department. The Superintendent of the Division should be the ordinary medium of communication between the Check Office and the Combined Offices, and between the Check Office and the Heads of Postal Circles, as it is desirable that he should closely watch the working of each office.

**33.** Combined offices will furnish their daily traffic statistics to the Head of the Postal Circle, at the end of each month, on the loose form F. C. C.—6 and the monthly totals to the Telegraph Sub-Divisional Officer in the Docket form F. T. The Sub-Divisional Officer of Telegraphs will furnish the Divisional Superintendent of Telegraphs with a summary of the statistics of the combined offices in his Sub-division on form F. T. 1.

**34.** Nothing should be included in the *statement of terminal payments* for which there is not a corresponding credit at the original station at which the message was booked, as announced in the official instructions. In other words, nothing is to be shown in this list, which has not been paid by the sender of the message (see Article 259-III and IV of the *Traffic Code*).

**35.** Ordinary postage stamps are to be used in payment of all telegrams, Inland or Foreign. But as the stock of postage stamps of the higher denominations of two rupees and upwards will not be sufficient to meet the demands of both the Telegraph and Postal Departments, and as there is no postage stamp of a higher denomination than Rs5, telegraph stamps to the value of two rupees and upwards will continue to be used till such time as a further supply of the higher denominations of postage stamps is received and two new postage stamps of Rs10 and Rs15, respectively, are manufactured. Service postage stamps, i.e., postage stamps overprinted with "*On H. M. S.*" may be used in payment of State telegrams. Stamps must be affixed by the sender himself to the telegraph form.

*N. B.*—If the public tender telegraph stamps of the lower denominations already purchased, they should be accepted.

## PART VI.—Supervision and discipline.

**37.** All Postal employes, whether wholly or partially engaged in Telegraph duties, or whose services are temporarily lent to the Telegraph Department for employment in departmental offices are under the sole control of their Postal superiors in matters of discipline. Cases involving discipline which may come to the notice of Telegraph officers in their supervision of the traffic and technical work of Combined Offices must be reported to the proper Postal authority. Although Postal officials who may deal with telegrams are technically "Telegraph officers" under the *Telegraph Act, 1885 (XIII of 1885)*, no criminal

proceedings under this Act are to be taken against such officials by Telegraph officers. Should necessity arise, each case must be referred to the Head of the Postal Circle concerned, and reported to the Director-General of Telegraphs.

**37(a).** The responsibilities of Postmasters with regard to the conduct of Telegraph work in Postal Combined Offices are defined in Circular No. 53, dated Simla, 21st September 1888, of the Director-General of the Post Office of India, which forms Appendix XIX of the *Traffic Code*.

Responsibilities of postmasters for the conduct of telegraph work in combined offices.

**38.** Except in traffic and technical details not involving questions of discipline, Telegraph officers are not to communicate direct or correspond with Postmasters or Postal Subordinates. Sub-Divisional Officers will usually correspond with Postal Superintendents on the business of Combined Offices, and in all more important matters the channels of communication will be the Superintendent of the Division and the Head of the Postal Circle.

Rules for correspondence with Postal Officers and employés.

**39.** The entire Telegraph work of Postal Combined Offices is under the supervision and inspection of the Telegraph Department. They must be regularly inspected and reported on according to the instructions given in form X-4\* given at the end of Chapter G, and all irregularities should be brought to the notice of the Head of the Postal Circle.

NOTE.—Standard form X-4 should be used for the inspection of 2nd and 3rd class Combined Offices. These forms have interleaved sheets to admit of duplicate copies being made by the use of carbon paper.

**39(a).** Departmental Offices control the traffic on Combined Office lines and any orders issued to a Combined Office by a Departmental Office for the regulation of traffic must be implicitly obeyed.

Combined office must obey orders issued by Departmental Office for regulation of traffic.

**40.** Chapter G, paragraph 17, does not apply to Postal employés but when a Postal Combined Office is inspected, the inspecting officer must watch and report on the manner in which the sending and receiving of messages is done.†

Postal employés not to be examined in signalling during inspection.

**41.** The detailed inspection of Postal Combined Offices may be entrusted to qualified Inspecting Telegraph Masters and Inspecting Signallers (excluding native Inspecting Signallers), but their reports must be checked by the Sub-Divisional Officer before submission to the Divisional Superintendent; and also on the occasion of the first subsequent visit of the Sub-Divisional Officer.

Inspection of Postal Combined Offices.

**42.** The instructions given in Chapter G, paragraph 63, will be followed but all officers of the Department will abstain from entering in the visiting book any remarks on the subject of increase to establishment, insufficiency of equipment, furniture or accommodation; all such representations should be made direct to Divisional Superintendent.

Remarks in visiting book.

\* No special form is laid down for the inspection of 1st class Combined Offices which may partly follow this form and partly deal with subjects given in Appendix A of Chapter G, as may be found suitable.

† The inspecting officer will also examine, in signalling, any Postal employés who may have been reported by the Head of the Circle to be desirous of obtaining a certificate of qualification by the Higher Standard laid down in paragraph 17.



intendents. They will also refrain from any remarks to which exception can be taken by the officers of the Post Office, and which do not directly concern the way in which the Telegraph work is done.

### PART. VII.—Equipment.

43. Under Circular No. 1 (W) the equipments of Postal Combined Offices are sanctioned and modified, if necessary, by the Divisional Superintendent.

As a rule, the following should suffice for the equipment of a Combined Office with one instrument :—

Name.	No.	REMARKS.
Key, signalling . . . . .	1	Any pattern.
Sounder (Dubern's) . . . . .	1	Cheapest pattern.
Cover for ditto . . . . .	1	.....
Switch, S. T. D. . . . .	1	Only in an "Intermediate Office."
Couplings for two wires . . . . .	2	Not required where there is no battery.
Lightning discharger . . . . .	1	For one line in a terminal and for two lines in an "Intermediate Office."
Minotto cells—		
Clock . . . . .	1	If required. See 47.
Copper discs . . . . .	..	} Quantity according to requirements in each case; but see 25
Jars, stoneware . . . . .	..	
Zinc discs . . . . .	..	} As much as may be required for first fitting <i>plus</i> 15 per cent. spare and actuals for batteries when there are any.
Sulphate of copper . . . . .	..	
Hooper's core for office connexions . . . . .	..	
Do. do. earth leads . . . . .	..	
Knife, clasp . . . . .	1	....
Pliers, cutting . . . . .	1	....
Screw-driver $\frac{1}{4}$ " . . . . .	1	....
Badge for peon . . . . .	1	} Not to be supplied if there be no separate Telegraph messenger; but see 49.
Belt, leather, with pouch, for peon . . . . .	1	
Box for message drafts . . . . .	1	With lock and key.
Box for forms . . . . .	1	See 48. To be made up locally.
Chair or stool . . . . .	1	See 48. To be bought locally.
Sign-board . . . . .	1	See 50.
Notice-board . . . . .	1	Manufactured locally and painted "Telegraph Notice."
Table . . . . .	1	Small and cheap. See 48.
Lantern . . . . .	1	See 46.
Chamois skin, piece . . . . .	$\frac{1}{2}$	See 54.
Pencil . . . . .	1	For box for forms. See 48.
Book, blank, foolscap, one quire . . . . .	1	For visiting book. See 42.
Eyelet-punching machine . . . . .	1	.....
File book, cover brown Holland foolscap . . . . .	1	For statistics. See 33.
File book, $\frac{1}{2}$ foolscap . . . . .	1	For all stations telegrams.
Letter clips, vertical . . . . .	2	.....
Telegraph Guide . . . . .	1	Issued periodically.
Telegraph Act . . . . .	1	On sheet.
Traffic Code . . . . .	1	See 55.
Morse Signaller's Companion . . . . .	1	One copy.
Nomenclature des Bureaux . . . . .	1	.....
Code names of Offices . . . . .	1	See paragraph 55A.

When under Circular No. 1 (W), the equipment of both ends of the line is included in that of the Postal Combined Office, the above list must be modified accordingly. Applications for modification in the equipment of a Combined Office should be submitted by Sub-Divisional Officers to the Divisional Superintendent in Form V—5X, copies of which can be had on indent from the Superintendent of Stores.

**44.** In preparing indents for Combined Offices, Divisional Superintendents must bear in mind that the equipment list given in 43 above is intended merely as a guide. Indenting officers are held responsible that only absolutely necessary articles are asked for.

**45.** Postal officials are not to be required to prepare indents for articles to be supplied by the Telegraph Department. They will express their wants by letter or in any other form, and the necessary indents will be made out under the orders of the Divisional Superintendent and passed by him.

Whenever stores are sent to a Combined Office, the carriage must be *pre-paid*, but whenever they are sent from a Combined Office they must be sent *bearing*.

**46.** Lamps are not required in third class offices, but a lantern may, in some cases, be sanctioned. The oil or candles required for this lantern will be paid for by the Postmaster as in 64.

**47.** Clocks should only be sanctioned when a separate room has been set apart for telegraph work, or when there is no postal clock in the room in which telegraph work is performed. Under no circumstances are clocks to be purchased. When required they must be obtained on indent from the Superintendent of Stores.

**48.** In most cases a small cheap table and a stool are all that is necessary. Almiraes and battery stands are not considered necessary in Combined Offices. Forms and stationery can be kept in a box, which may be a packing case with hinges and a padlock. The battery can also be kept in a box or on a simple shelf. No new furniture will be indented for from the departmental Store dépôt.

**49.** It is desirable that every Telegraph messenger attached to a Combined Office should have a belt and badge. It is immaterial whether the badge is a telegraph or postal one. If spare telegraph badges be locally available, they should be supplied: otherwise, it is preferable to let the Post Office procure them at the cost of the Telegraph Department.

**50.** The Post Office will supply sign-boards for new offices with the inscription "Post and Telegraph Office," and Divisional Superintendents are authorised to debit half the cost to the Telegraph Department. (Circular No. 246 of 3rd February 1886 by Director-General, Post Office.)

51. In new Postal Combined Offices, the postal date-stamps will be used, and Divisional Superintendents are authorised to Defacing stamps. sanction the supply of a postal date-stamp for telegraph work whenever the Post Office stamps are not available for the purpose, without inconvenience in postal work.

52. In the case of existing Telegraph Offices, to be worked by the agency of the Post Office, the following procedure will be followed as regards transfer of stores :—  
 Transfer of stores on a departmental becoming a Postal Combined Office.

- (a) Where there are sign-boards having the words "Telegraph Office," the additional cast-iron letters to form the inscription "Post and Telegraph Office" should be indented for.
- (b) As regards furniture, anything absolutely necessary may be transferred.
- (c) No unnecessary item should be made over, but any surplus stock should be made over in preference to incurring expense in sending it elsewhere.
- (d) The Departmental defacing stamps should be made over, and used for defacing postage labels on telegrams.

53. All Telegraph forms used in Combined Offices are supplied by the Post Office, at the cost of the Telegraph Department.  
 Supply of forms. As a rule, they are printed by the Postal Press at Aligarh and by the Contractors for printing Government of India forms at Calcutta. Forms for reply-paid messages must, however, in all cases be obtained by the Post Office from the Contractors for printing Government of India forms. The arrangements to be made for the supply of Telegraph forms to Combined Offices thus rest entirely with the Post Office.

Charges for printing forms must not be passed by Divisional Officers, but referred to the Director-General. Similarly, charges for carbonic paper should be referred to him.

54. Articles of stationery, other than those included in the list in 43, will be found by Postmasters, who will receive a fixed allowance for the purpose.  
 Stationery.

Eyelets and carbonic paper are supplied by the Post Office (General Orders Nos. 26 and 52 dated 26th August and 7th December 1886 by Director-General, Post Office) at the expense of the Telegraph Department (but see 53).

Emery or glass paper (or cloth) on no account whatever is to be supplied to any Combined Office. Any now in stock should be removed.

55. *Traffic Codes* required for use in Combined Offices, and those for supervising postal officers, are supplied by indent on the Director-General of the Post Office, Calcutta.  
 Supply of *Traffic Codes*.

55(a). Code names of offices required for use in Combined Offices are supplied direct to each office by the Superintendent of the Check Office.  
 Supply of Code Names of Offices.

56. *Telegraph Guides* for sale in Combined Offices are obtained by the heads of Postal Circles by indent on the Director-General of the Post Office, Calcutta. The Telegraph Department has nothing to do with the supply of, or the accounting for, these or other saleable articles, required in Combined Offices.

57. The *Indian Postal Guide* is supplied free of charge to the Government Telegraph Department and its purchase is hereby forbidden.

*Postal Guide.*

The book is distributed by the Superintendent of the Check Office, to whom all references on the subject should be addressed.

58. Receipt should be obtained from the Postmaster of a Combined Office and recorded in the office (Sub-Divisional or signal) which has to keep the account for all articles supplied by the Telegraph Department. It must be clearly understood that every article, whether of furniture or of any other kind, whether supplied on indent, or purchased by this Department, or purchased by the Post Office and debited, by sanction of the Director-General, to the Telegraph Department, remains the property of the latter, and that Divisional Superintendents are responsible for its custody, the same as in the case of the ordinary departmental offices. A list of all articles, belonging to the Telegraph Department should be entered in the visiting book of a Combined Office, and checked at each inspection; also the name of the office at which reserve instruments are kept. Divisional Superintendents should see that this is done in the case of all offices now open, whether lately transferred or new. An annual return of stores received, issued, and on hand for all the non-guaranteed offices in common in a Sub-Division and a separate annual return of stores received, issued and on hand for each guaranteed office should be submitted by Sub-Divisional Officers to the Divisional Superintendent with the annual indent in Form U.—8X, copies of which can be had on indent from the Superintendent of Stores.

58(a). Whenever any article of equipment of a Combined Office becomes unserviceable or needs repair, the Postal Superintendent will report the fact to the Sub-Divisional Officer of this Department, who will arrange for its being replaced or repaired.

58(b). A small reserve of instruments, generally not exceeding 10 per cent., must be kept up and the Superintendent must satisfy himself that every Combined Office in his division knows exactly on what office it is dependent for borrowing instruments in cases of emergency.

*Reserve of instruments.*

58(c). When the charge of a combined office is transferred from one postal official to another, the relieving officer should check and sign the list of articles belonging to the Telegraph Department referred to in paragraph 58. If any article is missing or damaged, a note should be written, then and there, in the visiting book by the relieving officer which should be initialed by the relieved officer and a report be at once sent direct to the Sub-Divisional Officer of the Telegraph Department in a Postal Service registered cover. Failing to make such a note and a report, the relieving officer will be held to have received the articles correctly.

*Stock-List of articles belonging to the Telegraph Department should be checked and signed by both relieving and relieved officers.*

## PART VIII.—Accounts.

59. It has been arranged with the Director-General of the Post Office that Lump sum sanctions the total payment agreed to be made by the Telegraph for Combined Offices. Department for the working of a Combined Office is to be a final and inclusive charge for the current service rendered by the Post Office. All fixed sanctions in connection with the working of Combined Offices are treated as Post Office sanctions, to be reduced by the lump sum debitable to the Telegraph Department. It follows that if a Postal signaller be temporarily withdrawn from any office for any purpose, such withdrawal will not necessitate any change in the lump sum debitable to the Telegraph Department.

59(a). A copy of the monthly charges accepted by the Director-General of Telegraphs for the working of a Combined Office, as well as any subsequent revision of these charges, should be furnished to the Sub-Divisional Officer, by the Divisional Superintendent on Code Form X 3.

Copy of monthly charges accepted by the Telegraph Department for the working of a Combined Office, as well as any subsequent revision of these charges to be furnished to Sub-Divisional Officer by the Divisional Superintendent.

## FORM X 3.

## GOVERNMENT TELEGRAPH DEPARTMENT.

\_\_\_\_\_ class Combined Office at \_\_\_\_\_  
 Postal Circle \_\_\_\_\_ Civil District \_\_\_\_\_  
 Telegraph Division \_\_\_\_\_  
 No. \_\_\_\_\_

Dated \_\_\_\_\_ 19 .

From—The Superintendent of Telegraphs,  
 \_\_\_\_\_ Division.

The following revised monthly charges have been accepted by the Director-General of Telegraphs, with effect from \_\_\_\_\_.

PRESENT CHARGES.		REVISED CHARGES.	
Nature of charge.	Amount.	Nature of charge.	Amount.
Signaller . . . . .		Signaller . . . . .	
Do. . . . .		Do. . . . .	
Do. . . . .		Do. . . . .	
Do. . . . .		Do. . . . .	
Allowance to messenger . . . . .		Allowance to messengers . . . . .	
Allowance to contingencies . . . . .		Allowance to contingencies . . . . .	
House-rent . . . . .		House-rent . . . . .	
Consolidated contribution towards additional establishments in Central Controlling and Account offices . . . . .		Consolidated contribution towards additional establishments in Central Controlling and Account offices . . . . .	
TOTAL . . . . .		TOTAL . . . . .	

All previous sanctions are hereby cancelled, with effect from the same date.

Superintendent of Telegraphs,

\_\_\_\_\_ Division.

60. Whenever an "allowance" to a Postmaster or clerk is sanctioned by the Director-General, it is on the understanding that the recipient is qualified in Telegraphy and holds the necessary certificate 21. In all such cases the Divisional Officers should satisfy themselves on this point.

61. Applications have been frequently received from the Post Office for the permanent employment of watermen at earth connexions. Combined Offices, on the ground that officers of the Telegraph Department have insisted on the daily or constant watering of the earth connexions. Requests of this sort should be made with much caution and with due regard to the circumstances of each case. The importance of this matter has in several cases been exaggerated, as it is obvious that on many of the short Combined Office circuits an earth of very low resistance is not absolutely essential. As a general rule (see 27), any watering necessary can be done by the men employed to deliver telegrams.

62. An arrangement having been come to with the Director-General of the Post Office for the debit to the Telegraph Department of a fixed sum annually to cover travelling charges and transit pay of Postal employes whose movements are necessitated in connection with existing or newly opened Combined Offices, or who are selected to learn Telegraphy, bills for such charges, if received, must not be passed by Divisional Officers, but referred to the Director-General.

No charges for *substitutes* for Postal employes selected to learn Telegraphy under 13 are debitable to the Telegraph Department, except in particular cases under a specific authority from the Director-General.

63. The following rules which have been approved by the Director-General of the Post Office apply to the delivery of telegrams from Combined Office when there is no separate Telegraph messenger, or when the Telegraph messenger happens to be absent from the office on Telegraph delivery work when such messages are received (see also Article 132-VIII of the *Traffic Code*) :—

(a) In such cases if a postman or any other menial servant is not at hand to deliver messages to persons living within half a mile of the Combined Office, the Postmaster should arrange for their immediate delivery, at his own cost out of the allowance granted to him for contingencies. When the distance at which such messages have to be delivered is greater than half a mile, a special messenger may be employed, the charge for delivery being met from the permanent advance for contingencies in the case of a head office, and from office collections in the case of a sub or branch office.

(b) On the 20th of each month the Postmaster will submit a memorandum (in the form attached) of the charges incurred during the past month to the Postal Superintendent, who, after examining and countersigning it, will return it to the Combined Office from which he received it, or to its head office if the Combined Office is a sub or branch office. A brief explanation should be given by the Post-

master in the memorandum of the cause of absence of the regular Telegraph messenger in any case in which a special messenger had to be engaged in his place.

- (c) The Postal Superintendent will be able to judge, from his knowledge of the work of the Combined Office, whether the charges for delivery could have been avoided, and must be careful to check any improper charges. He will be held responsible that no unnecessary or improper charges are admitted.
- (d) The expenditure incurred will be accounted for by the Combined Office, and its head office (if the Combined Office is a sub or branch office) in the same way as postal contingent charges. The head office should include the charges in the abstract Telegraph contingent bills and monthly not-payable Telegraph contingent bill.
- (e) The Comptroller, Post Office, will furnish the Examiner of Telegraph Accounts with a monthly schedule showing the charges incurred for delivery under this rule, and the Examiner of Telegraph Accounts will accept the charges as debitable to the Telegraph Department.

NOTE 1.—This rule does not apply to express or delivery charges which have been prepaid by the sender: such charges are entered in the statement of terminal payments (Form  $\frac{T}{13}$ ), and adjusted by the Check Office (*Traffic Code*, Article 259-IV).

NOTE 2.—No charge may be incurred or passed for the delivery of any telegram at a greater distance than five miles from the Telegraph Office, unless such charge has been prepaid by the sender, in which case the charge will be entered in the statement of terminal payments (Form  $\frac{T}{13}$ ). In all other cases of addresses beyond the delivery range, the telegrams must be treated as letters, and delivered as such in the ordinary course of postal delivery.





**63 (a).** The Comptroller, Post Office, furnishes the Examiner of Telegraph Accounts with monthly accounts with separate schedules for the following payments :—

Monthly accounts of payments on account of combined offices furnished by the Comptroller, Post Office, to the Examiner of Telegraph Accounts.

- I.—Schedule of sanctioned charges for each Combined Office.
- II.—Schedule of express charges for delivery of messages previously paid for.
- III.—Schedule of extra charges for delivery of messages.
- IV.—Schedule of pay of substitutes and travelling allowances, etc., of Postal officers deputed to learn Telegraphy.
- V.—Schedule of payments made by Post Offices on refund orders issued by Telegraph Check Office with the orders attached.
- VI.—Schedule of transit pay, travelling allowances, etc., of Postal Officers on transfers, of printing, and other miscellaneous charges.

**64.** \*Divisional Superintendents are to arrange with the Heads of Postal Circles that, as in the case of ordinary offices, so in the case of Combined Offices no expenditure, except as provided in 63, be incurred by Postmasters on Telegraph account without the sanction of the former, as it has been found that various articles of furniture and also articles which should have been procured on indent have been purchased without reference to the Telegraph Department.

In respect of Combined Offices, the Divisional Officer's powers of sanction to purchase are the same as in the case of other offices, and the Examiner has been authorised to pass any items which appear in the Postal accounts and which are included in the Superintendent's monthly list of sanctions (Chapter R, paragraph 136).

It must, however, be remembered that no charges are to be incurred in the purchase of stationery and oil. Oil and such articles of stationery as are not supplied on indent (see 54) are paid for by the Postmasters themselves out of their contingent allowance.

In making the above arrangement with the Postal officials, the Divisional Officers will point out that, *as a general rule*, such things as are supplied to the ordinary offices on indent had better be obtained for Combined Offices from the Store Branch, and not purchased.

**65.** When the working of an office is transferred to Postal agency, it must be treated as a closed office as regards the cash and stamp imprests, which should be paid into the nearest treasury, the accounts closed by the transferring officer, and sent to the Divisional Superintendent, together with the cash book, correspondence, and such records as are no longer required.

\* Divisional Superintendents should correspond direct with such Postal officials as may be named by the Head of the Postal Circle regarding articles to be supplied or purchased.

66. The records in Combined Offices should be preserved for the period

Period for which Combined Office records should be preserved. noted against each in the following list :—

NAME.	Period to be preserved.
Address Book . . . . .	3 years.
Advice to sender of non-delivery (office copies) . . . . .	3 months.
Calls for repetition and connected papers . . . . .	1 month.
All Office copies of Service Telegrams . . . . .	3 months.
Interruption Reports for offices . . . . .	3 „
Telegram number sheet . . . . .	6 „
Peon's receipt . . . . .	6 „
Received Telegram Delivery sheet . . . . .	6 „
Traffic Book . . . . .	Permanently.
Visiting Book . . . . .	„

67. With a view to reducing the delay and unnecessary correspondence

that now sometimes take place in considering proposals or opening Combined Offices, the following rules, which have received the approval of the Director-General of the Post Office, are issued, laying down the procedure to be generally followed :—

I.—Before submitting any proposal to the Director-General for opening a Combined Office, or for altering the total sanctioned working charges of an existing office, the Divisional Superintendent should first communicate with the local Postmaster-General, and settle with him all details as to the practicability of the proposal, from a postal point of view, and the cost of the postal establishment involved.

II.—When a material agreement has been arrived at, the Divisional Superintendent should inform the head of the postal circle that he will submit the case complete to the Director-General by whom it will be considered, and, if approved, communicated to the Director-General of the Post Office, in the usual course. The head of the postal circle will thus be enabled himself at the same time to represent the matter to the head of his department in a form ready for an immediate decision to be given.

III.—The same procedure will be followed in cases where the proposals originate with the head of the postal circle, as that officer, under

instructions from the Director-General of the Post Office, will duly communicate with the Divisional Superintendent.

IV.—In the event of the Divisional Superintendent failing to come to an agreement with the head of the postal circle, he should state this in his report to the Director-General on the case, and explain clearly the point of difference, forwarding copies of any correspondence that may have passed.

V.—The Director-General of the Post Office may redistribute the establishment charges of any combined office so long as the total sanctioned working charges of the offices concerned are not changed.

VI.—When the head of the postal circle and the Divisional Superintendent of Telegraphs are agreed as to the desirability of a change in the working hours of a combined office other than a change of class, effect may be given to the change at once and the report required under paragraph 30 may be subsequently submitted.

68. The attention of Divisional Superintendents is drawn to the following

Points to be considered in connection with proposals relating to the opening of a Combined Office, or raising the status, or increasing the strength, of an existing office, or removing a Combined Office from one site to another.

points which require consideration in connection with proposals relating to Combined Offices :—

I.—*Opening a Combined Office.*—Statistics of trade, population, financial prospects of the proposed new office.

II.—*Raising the class of a Combined Office.*—Local enquiry by Sub-divisional or other Officer necessary with Divisional Superintendent's expression of opinion thereon and recommendations regarding traffic arrangements.

III.—*Increasing the strength of a Combined Office.*—Whether traffic suffers from insufficient staff. Whether proposed increase will give the staff a fair day's work. Whether the extra cost involved is justified by the revenue, with special reference to guaranteed calculations.

IV.—*Removing a Combined Office from one site to another.*—To be only done with the consent of the telegraph officer concerned who is responsible that no public inconvenience results.

69. When a Combined Office is opened experimentally the duration of

the experiment should be usually one year, and may be taken as such unless otherwise ordered.

Duration of experimental period of Combined Office.

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### RULES FOR RECEIVING OFFICES FOR TELEGRAMS.

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## APPENDIX No. II.

### Rules for Receiving Offices for Telegrams.

1. Post offices authorised to receive telegrams.—All head and sub offices and such branch offices as may be specially selected by the Postmaster-General, are authorised to receive *Inland* telegrams for transmission to a telegraph office. (See *Telegraph Guide*, Rules 9, 10 and 11.) Foreign telegrams and press telegrams must not be accepted.

2. Telegraph Guide.—The *Indian Telegraph Guide* is supplied to all the post offices named in rule 1. Section II contains the rules and rates for *Inland* telegrams; and Section VI, the list of telegraph offices. The following additional rules and explanations are issued for the guidance of postmasters.

NOTE.—Throughout these rules *Postmaster* means the postal official entrusted with the duty of receiving telegrams under the same.

3. Hours of business.—Telegrams can only be received if presented at the post office during the hours fixed for reception of articles tendered for registration. But no deferred telegram can be accepted on Sundays or on the four principal holidays, *viz.* :—

Christmas Day, New Year's Day, Good Friday and the King's Birthday.

4. Examination of telegrams presented for despatch.—When a telegram is presented, the postmaster must examine it and see that the true signature and address of the sender are written at foot. In the case of telegrams from a mercantile firm, if the name of the firm is written, it should be accepted, but if stamped, it should be attested by the signature or initials, of a responsible member of the firm. In lieu of the signature of an illiterate sender, an impression of the thumb of the left hand should be taken on the message as written for that person, and a note made below such as "Thumb-mark of— (Name of sender)." The ink used for this purpose should be printer's ink or that usually used for the name and date-stamp. He should count the words to ascertain the charge and sell stamps of the required value to the sender to be affixed by him to the telegram form in the space allotted for stamps. Each stamp should then be defaced by the postal official with the name and date-stamp of the office.

5. Forms obtainable at post office.—Telegrams should be written by the sender on the prescribed forms (Form A), a stock of which is supplied to every post office. These forms must be given *gratis* to any person requiring them. If, however, a telegram is written on ordinary paper, it should be accepted and pasted on Form A.

6. Translation of telegrams.—If a telegram written in the vernacular is presented, the postmaster should transcribe it in English characters on a prescribed form, and obtain the sender's signature to it, or, if desired, a vernacular telegram will be translated into the English language and written on the

prescribed form, the sender's signature being similarly obtained to the translation. No charge will be made for either of these services.

7. Classification of telegrams.—If the telegram is to be classed *Urgent* or *Ordinary*, the class should be entered by the sender in the space provided on the telegram form, otherwise it should be treated as *Deferred*. If the telegram is on State business, the word *State* should be written in the space provided on the form. According to rule 2A of the *Telegraph Guide*, late fees of one and two rupees as the case may be, are exigible on Urgent telegrams which are required to be transmitted during the closed hours of the telegraph offices of origin and destination, but for the present, these late fees will not be required to be collected by Postal Receiving offices. All telegrams from a Postal Receiving office will be dealt with during the working hours of the telegraph office to which they are addressed. All telegrams will be considered *Private*, unless marked *State* by the senders.

8. Treatment of telegrams not classed by senders.—If the sender of a telegram affixes stamps exactly sufficient to cover its cost under a particular class, it is to be considered as an indication of his wish to have it sent in that class. If the sender of a telegram tendered by his servant does not indicate how he wishes it classed, it will be sent as deferred.

9. Application of charges.—The following instructions will guide post-masters in counting the words that are chargeable in a telegram:—

Every word in plain language telegrams containing more than 15 letters is counted and charged for as two words.

*Example.*

Unconstitutional (16 letters) . . . . . 2 words.

Names of places and persons and titles are counted as written by the sender :—

Names of places and persons and titles are counted as written by the sender, but when insufficient money is tendered, the sender may be helped to join such, in accordance with the usage of the language, so as to reduce the charges—

*Examples.*

[illegible]

Boitakhanabazar . . . . .	1 word (15 letters)
Boitakhanabazar Road . . . . .	2 words.
Boitakhanabazarroad (contrary to the usage of the language) . . . . .	2 words.
Upper Chitpur Road . . . . .	3 words.
Upperchitpur Road . . . . .	2 words.*
Wellington Square . . . . .	2 words.
Wellingtonsquare (contrary to the usage of the language) . . . . .	2 words.
Chowringhee Lane . . . . .	2 words.
Chowringheelane (contrary to the usage of the language) . . . . .	2 words.
College Street . . . . .	2 words.
Collegestreet (contrary to the usage of the language) . . . . .	2 words.
Budhwan Pett . . . . .	2 words.
Budhwanpett . . . . .	1 word.
Golab Khan . . . . .	2 words.
Golabkhan . . . . .	1 word.
Narayanamurti Rao . . . . .	2 words.
Narayanamurtirao . . . . .	2 words (16 letters).
Khan Bahadoor . . . . .	2 words.
Khanbahadoor . . . . .	1 word.
Lieut.-Genl. . . . .	2 words.
Lieutenantgeneral . . . . .	2 words (17 letters).
Lieutgeneral . . . . .	1 word.
Major-General . . . . .	2 words.
Majorgeneral . . . . .	1 word.
Sub-Conductor . . . . .	2 words.
Subconductor . . . . .	1 word.
Sub-Asstt. Supdt. . . . .	3 words.
Subasstsuptd. . . . .	1 word.
Store-Sergeant . . . . .	2 words.
Storesergeant . . . . .	1 word.
Lance-Corpl. . . . .	2 words.
Lancecorpl. . . . .	1 word.
Lance-Naick . . . . .	2 words.
Lancenaick . . . . .	1 word.
Subadar-Major . . . . .	2 words.
Subadarmaajor . . . . .	1 word.

*N.B.*—It is not customary to combine the words “street,” “lane,” “road,” “square,” etc., with the name, but the native terms “bagan,” “bazar,” “chowk,” “ganj,” “ghât,” “pet (pett or pett),” “tolla,” and other analogous terms used in various parts of India may, however, be permitted to be combined with the name.

If a telegram is composed of words in plain language and of words in Code language, i.e., a mixed telegram, each word is counted as one, up to ten characters, any excess being counted as a word by indivisible series of ten characters. If the telegram contains in addition figure cipher, the passages in cipher are counted at the rate of five figures to a word.

#### Examples.

1 word.	1 word.	2 words.	1 word.	2 words.	1 word.
Gambosum.	horribilem.	unintelligible.	depitious.	investigating.	95627.
1 word.	2 words.	1 word.	1 word.	1 word.	
sibilabant.	nevertheless.	livebamus.	2036	11746=14 words.	

If the mixed telegram is composed only of passages in plain language and of passages in cipher language, the passages in plain language are counted at

\* In this case “Upper Chitpur,” being the name of the road can be written as one word under Rule 50 of the *Telegraph Guide*.

the rate of 15 characters to a word, and the passages in cipher at the rate of 5 figures to a word.

*Examples.*

1 word.	1 word.	1 word.	1 word.	1 word.	1 word.
Reports.	unintelligible.	95627	investigating.	cause.	2036=6 words.

It must be noted that according to Rule 17 of the *Telegraph Guide* letter cipher is not admitted in Inland telegrams.

Compound words in common use may be charged as one word when so written.

*Examples.*

Rapeseed . . . . .	1 word.
Sheepskin . . . . .	1 word.
Cowhide . . . . .	1 word.

Figures are charged for at the rate of five figures to a word: each group must be charged for separately: bars of division, or other signs, counts each as a figure.

*Examples.*

1 word.	2 words.	1 word.	1 word.	1 word.	2 words.	1 word.
1298	6421129	89103	4720	2-8	2242-8	125-6
1 word.						
18½=10 words.						

Every telegram consists of three parts, *viz.* :—

*Part I.*

1. Class Prefix.
2. Code Time (to be inserted by the telegraph office at which the telegram is accepted).
3. Number of words.
4. Office of origin and date.
5. Service Instructions.

*Part II.*

1. Name of the addressee.
2. The address of the addressee.
3. The name of the telegraph office to which the telegram is to be transmitted.

*Part III.*

1. The Text or Body of the telegram.
2. The sender's name (if to be telegraphed).

The following are examples of counting the number of chargeable words in messages and calculating their cost :—

*Example (1).*

	Deferred.	Ordinary.	Urgent.
Office of origin... Peuniar G. I. P.	Free.	Free.	Free.
To { Name—Debidranath Mitter	2	2	2
{ Address—Traffic Clerk	2	2	2
{ Place—Bhera (Shahpur)	1	1	1
Text.—Leaving Thursday. All well	4	4	4
From—Ramjidas	1	1	1
<b>TOTAL CHARGEABLE WORDS</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>TOTAL COST Rs.</b>	<b>0 4 0</b>	<b>1 0 0</b>	<b>2 0 0</b>



*Example (2).*

	Deferred.	Ordinary.	Urgent.
<i>Office of origin</i> —Makum Jn. D. S. . . .	Free.	[Free.	Free.
To { <i>Name</i> —Suresh Chandra Banerjee . . .	3	3	3
{ <i>Address</i> —Kali Charan Street . . .	3	3	3
{ <i>Place</i> —Makhdumpur (Gya) E. L. . .	1	1	1
<i>Text</i> —Wedding fixed Tuesday 28th . . .	4	4	4
<i>From</i> —Amir Buksh . . . . .	2	2	2
<hr/>			
TOTAL CHARGEABLE WORDS . . .	13	13	13
TOTAL COST Rs. . . . .	0 7 0	1 0 0	2 0 0
<hr/>			

The sender of the Deferred telegram can, in this case, be helped by the postmaster to reduce the number of chargeable words by joining words, in accordance with the usage of the language, thus :

To Sureshchandra Banerjee,

Kalicharan Street,

From Amirbuksh.

In the case of the Ordinary and Urgent telegrams there will be no advantage in doing so, as the total number of chargeable words are well within the unit number of words, *viz.*, 16, allowed.

*Example (3).*

	Deferred.	Ordinary.	Urgent.
<i>Office of origin</i> —Bombay . . . . .	Free.	Free.	Free.
<i>Service Instructions</i> —Rp. four annas . . .	Do.	Do.	Do.
To { <i>Name</i> —Mathuswamy Pillay . . .	2	2	2
{ <i>Address</i> —No. 16-1, Kali Ghât Road . .	5	5	5
{ <i>Place</i> —Madras . . . . .	1	1	1
<i>Text</i> —Missed mail. Leaving by passenger to-morrow. Meet station without fail . .	10	10	10
<i>From</i> . . . . .	N $\bar{u}$	N $\bar{u}$	N $\bar{u}$
<hr/>			
TOTAL CHARGEABLE WORDS . . .	18	18	18
COST Rs. . . . .	0 12 0	1 4 0	2 8 0
Plus for Reply prepaid . . . . .	0 4 0	0 4 0	0 4 0
<hr/>			
TOTAL COST Rs. . . . .	1 0 0	1 8 0	2 12 0
<hr/>			

In this instance, it would be beneficial to the senders of all three classes if the postmaster struck out the word “No.” which is unnecessary and joined “Kalighât,” in accordance with the usage of the language, so as to count as

one. It would be of no use joining the name "Muthuswamy Pillay" as it would still count as two words since it exceeds 15 letters [see *Telegraph Guide*, Rule 17(g)]. It must be noted that the sender's Special Instructions or *Service Instructions* are not charged for in Inland telegrams.

*Example (4).*

	Deferred.	Ordinary.	Urgent.
Office of origin—Cawnpore . . . .	Free.	Free.	Free.
To { Name—Whiteaways . . . .	1	1	1
{ Address—			
{ Place—Calcutta . . . .	1	1	1
Text.—Boots ordered by us 26th not received.			
Please say when we may expect .	13	13	13
From—Macpherson, Bennett . . . .	2	2	2
<hr/>			
TOTAL CHARGEABLE WORDS .	17	17	17
TOTAL COST Rs. .	0 11 0	1 2 0	2 4 0

The above example serves as an illustration, to show that a single telegram can be sent from more than one person.

*Example (5).*

	Deferred.	Ordinary	Urgent.
Office of origin—Calcutta . . . .	Free.	Free.	Free.
Name—Mrs. Johnson . . . .	2	2	2
Address—20, Cambridge Terrace, Hyde Park	5	5	5
Place—London <i>Post Registered</i> Bombay .	2	2	2
Text.—Afraid my letter missed mail. Am			
quite well . . . .	8	8	8
From—Johnson . . . .	1	1	1
<hr/>			
TOTAL CHARGEABLE WORDS .	18	18	18
Cost of message Rs. .	0 12 0	1 4 0	2 8 0
Plus postage and registration .	0 3 0	0 3 0	0 3 0
<hr/>			
TOTAL COST Rs. .	0 15 0	1 7 0	2 11 0

This is an example extracted from Rule 119 of the *Telegraph Guide* to show that the words *Post Registered* are not charged for according to Rules 22 and 47.

It would be against the usage of the language to join the words "Cambridge Terrace" or "Hyde Park" (see examples given in Rule 225 of the *Telegraph Guide*).

*Example (6).*

	Deferred.	Ordinary.	Urgent.
<i>Office of origin.</i> —Rangoon . . . .	Free.	Free.	Free.
<i>Service Instructions.</i> —Four addresses . . . .	Do.	Do.	Do.
Permanund Sookaram Ramsing, 10, Frere Road.			
(2) Jwalapershad Gungapershad Luckshman, Kalbadevi Road.			
To { (3) Venayak Ramchunder & Co., Merchants, 4, Meadows Street.	24	24	24
(4) Purushram Shewshanker, Bhendyabazar Road, Bombay Byculla. "			
<i>Text.</i> —Market firm. Consols steady . . . .	4	4	4
<i>From.</i> —Hurdutroy Chamria . . . .	2	2	2
TOTAL CHARGEABLE WORDS . . . .	30	30	30
Charge for single telegram . . Rs. . . .	1 8 0	2 12 0	5 8 0
Plus copying fees . . . . .	0 12 0	0 12 0	0 12 0
TOTAL COST . . . . .	2 4 0	3 8 0	6 4 0

When an Inland telegram is addressed to more than one person at the same place, the office of origin should number in parentheses, each address after the first, and these numbers and parentheses, which are not charged for, should be signalled, so that there may be no doubt where each address begins and ends.

*Example (7).*

## MULTIPLE TELEGRAMS.

In order to meet the special needs of the Army, the Government of India have decided that the provisions of Rule 111 of the *Telegraph Guide*, which requires that, when the same telegram has to be transmitted to more than one telegraph office, a copy of the message must be written on a separate form for each office, should be relaxed in favour of military officers.

The following rules have been laid down in their case :—

- (1) Multiple telegrams will be accepted from Army officers at all offices except the following :—

Calcutta.	Delhi.
Bombay.	Allahabad.
Madras.	Lucknow.
Agra.	Rawalpindi.
Lahore.	Mandalay.
Rangoon.	Cawnpore.
Karachi.	Bangalore.

- (2) In the case of multiple telegrams sent from other offices the number of addresses will be limited to ten, and, to facilitate handling, the addressees should, as far as possible, be grouped according to the direction in which they are to be transmitted.

- (3) If for any special reason (*e.g.*, a sudden emergency) the temporary removal of the restriction in clause (1) above is desired by the military authorities, in the case of all or any of the offices mentioned, the restriction will be removed on instructions from the Government of India in the Department of Commerce and Industry.

The following is an example of how the charges on such multiple messages should be calculated:—

		Deferred.	Ordinary.	Urgent.
<i>Office of origin.</i> —Simla . . . .		Free.	Free.	Free.
<i>Service Instructions.</i> —Six addresses . . . .		Do.	Do.	Do.
To	G. O. C., Northern (2) Genl. Bde., Calcutta. } Including From (Person).	11	11	11
	Genl. Divn. (2) Director, Ma- rine, Bombay. } Including From (Person).	9	9	9
	Genl. Bde., Lahore . . . Including From (Person).	7	7	7
	O. C Devlali . . . Including From (Person).	7	7	7
From—Q. M. G., India. These words are included in each address as shown above.				
<i>Text.</i> —Time-expired men should proceed Bombay immediately travelling by Mail train . . . .				
		11	11	11
Calcutta address	Total chargeable words . . . .	22	22	22
	Cost <i>plus</i> copying fee of four annas . . . . Rs.	1 4 0	2 0 0	3 12 0
Bombay address	Total chargeable words . . . .	20	20	20
	Cost <i>plus</i> copying fee of four annas . . . . Rs.	1 2 0	1 12 0	3 4 0
Lahore address	Total chargeable words . . . .	18	18	18
	Cost . . . . Rs.	1 0 0	1 8 0	2 12 0
Devlali address	Total chargeable words . . . .	18	18	18
	Cost . . . . Rs.	1 0 0	1 8 0	2 12 0
TOTAL COST OF MESSAGE . . . . Rs.		4 6 0	6 12 0	12 8 0

*Example (8).*

		Deferred.	Ordinary.	Urgent.
<i>Office of origin.</i> —Umballa . . . .		Free.	Free.	Free.
To	Lieutenant Colonel Macdonald Royal Munster Fusiliers Agra . . . .	6	6	6
	From Vetymajor J. McIntyre . . . .	3	3	3
<i>Text.</i> —Arrived . . . .		1	1	1
TOTAL CHARGEABLE WORDS . . . .		10	10	10
TOTAL COST Rs. . . .		0 4 0	1 0 0	2 0 0

The above example serves to show that titles such as "Lieutenant Colonel" "Vetymajor," etc., and such European names as "Macdonald," "Mcintyre," etc., can be accepted as single words when joined together.

10. Payment of charges.—The charge for a telegram can be paid wholly in cash, or in postage stamps, or partly in cash and partly in stamps. Cash payments will be converted by the postmaster into stamps, and handed to the sender to affix to the form in the proper place. Stamps of the highest suitable denomination must always be used, so that the smallest number of stamps possible may be affixed to each telegram. After the stamps have been affixed by the sender they must be defaced by the postmaster with the date-stamp of the office.

NOTE.—Service postage stamps can be used in payment of charges on State telegrams.

II. “Reply telegram forms” may also be accepted in payment for telegrams. A Reply telegram form only covers the charge up to its value. Words over and above must be paid for, and the amount attached in stamps to the telegram. The acceptance of more than one Reply telegram form in payment of one telegram is allowable, but the acceptance of one Reply telegram form in payment of more than one telegram is not allowable.

III. No Reply telegram form can be accepted unless presented within two months from date of issue. A Reply telegram form issued at any telegraph office (departmental, combined, or railway), must be accepted at any post office at which tendered within the prescribed time.

11. Cancellation before transmission.—When a telegram is cancelled at the request of the sender (see *Indian Telegraph Guide*), the word *cancelled* must be written across it and signed by the sender, or, if the request to cancel be made by letter, the letter must be attached to the telegram. If the stamps on the telegram have not been obliterated, the charges paid, whether in cash or stamps, less a fee of two annas, should be returned to the sender, any stamps supplied by the office being replaced in the imprest. The message so cancelled, with stamps to the value of two annas affixed to it and defaced by the date-stamp, should be included in the Register of telegrams and treated according to the instructions given in Rule 17 Despatch of telegrams.

12. Damaged stamps not to be accepted.—Postage stamps which have been obliterated, defaced, torn, cut or otherwise rendered imperfect, or which have any word, letter, figure, or design written, printed, or impressed upon them otherwise than by the authority of Government before being affixed or which have been cut or otherwise separated from embossed envelopes, post-cards or wrappers, cannot be recognised in payment of telegrams. The postmaster will be held responsible for the careful examination of stamps affixed to telegrams by senders.

NOTE.—The perforation of postage stamps with initials, or other identifying marks, traced in minute holes is not prohibited.

13. Mode of affixing stamps.—Stamps should invariably be affixed by the sender in the space provided on the *front* of the form on which the telegram is written, and none on the back unless the space is insufficient. If the telegram is not written on Form A, the stamp should be affixed to the blank form to which the paper containing the telegram is pasted.

14. Preparation of receipt for sender.—The postmaster should make the following entries in the receipt (Form A. R.), viz. :—

- (1) Monthly number (taken from the register of telegrams),
- (2) Amount charged,

and then date-stamp it with the name and date-stamp of the office.

NOTE.—When a telegram is paid for by a Reply telegram form, the receipt (Form A. R.) should be en faced—Reply telegram form for Rs. .... paid for at (name of office of origin and initials of Railway, if any). Paid for excess words (if any) Rs. ....

15. Entries in telegram form.—The postmaster should make the following entries in the telegram form, viz. :—

- (1) Class Prefix.
- (2) Monthly number, as entered on the receipt (Form A. R.).

He should then impress the date-stamp.

16. Entries in register of telegrams.—Particulars of telegrams tendered for transmission should be entered at once in the register of telegrams (Form T.-2), viz. :—

- (1) Date.
- (2) Number.—(All telegrams should be numbered in a consecutive series, commencing from the 1st of each month.)
- (3) Name of telegraph office to which the telegram is addressed.
- (4) Amount charged.
- (5) Remarks.

The registers of the sub and branch post offices should, on the first day of the month following that for which they are kept, be forwarded in original, with the daily account, to the head office direct, or, in the case of branch offices in account with sub-offices, through the sub-office (a note being made in the space for remarks in the daily account). The registers received from the sub and branch offices should be filed in the head office, together with the register kept in the head office, if it is not a combined office.

II. From these registers the postmaster of the head office should, as soon as possible after the 31st March of each year, prepare a statement showing—

- (1) The names of post offices other than combined offices (so far as the head office and its sub and branch offices are concerned) at which telegrams were booked during the past year.
- (2) The total number of telegrams booked at each office.
- (3) The total amount realised at each office on telegrams booked.

The statement should be totalled and submitted without delay to the Postmaster-General. The registers should not be destroyed till they are 15 months old.

17. Despatch of telegrams.—The telegram should be entered in a list of telegrams (Form T.-3), containing the number and office of destination of and the value of stamps affixed to, each telegram, and should be placed,

together with the list, in a telegraph envelope (Form T.-4) addressed to the telegraph office. The telegraph envelope should be forwarded as a postal service registered letter to the post office situated at the telegraph station; but if the despatch of the telegraph envelope as an ordinary postal service registered letter is likely to cause delay in the disposal of the telegram,—for instance, if the mail is timed to arrive at night or long before the hour of delivery,—at a post office at a telegraph station, the postal service registered envelope should be placed in a telegraph bag (made of drill cloth, dyed blue), which should be sent loose, and treated as an unusual mail.

II. When a telegraph bag is used in accordance with the preceding para., the postal service registered envelope enclosed in it should be advised in the registered list which accompanies other registered letters, but a note should be made at the foot of the registered list explaining that the telegraph envelope has been sent separately in a telegraph bag.

III. Telegraph envelopes addressed to telegraph offices at places where there is no post office must always be enclosed in telegraph bags.

18. Telegraph Offices to which telegrams are to be sent by post.—Every post office referred to in rule 1 will be supplied by the Superintendent, or by the Postmaster-General, if the post office be a first class disbursing office, with a memorandum of instructions, showing the telegraph office or offices to which it should transmit telegrams, and specifying by what despatches of mails telegrams should be forwarded, and whether the telegraph envelopes should be sent in the registered bag or in a telegraph bag.

. Delivery of telegrams to telegraph office.—In the post office of receipt when the mails are opened for delivery, the telegraph envelope should be made over to the postman for delivery at the telegraph office. The telegraph master will, after comparing the contents of the envelope with the enclosed list, stamp the list and return it to the postman, who will take it back to the post office where it should be filed with the registered list in which it is noted. When a telegraph bag is received, it should be opened at once without reference to the fixed hours for delivery and arrangements should be made for the immediate delivery of the telegraph envelope at the telegraph office where the list enclosed in the envelope will be stamped and returned to the messenger.

NOTE 1.—If a telegram is tendered at a post office situated at a telegraph station, it should be placed with the usual list in a telegraph envelope, and delivered at the telegraph office at the next delivery. Where, however, the post office and the telegraph office are situated near each other, the postmaster should warn senders of telegrams of the delay likely to occur and recommend them to take their telegrams at once to the telegraph office. Should a person, notwithstanding this warning, desire to book a telegram at the post office, his wish should be complied with. In cases when the post and telegraph offices are in the same building, it is desirable that the postmaster should not receive telegrams unless the telegraph office is closed at the time the telegram is tendered.

NOTE 2.—In railway telegraph offices, which are not supplied with date-stamps, the list will be signed and dated by the officer in charge.

20. Remarks made on list of telegrams.—If any error be detected in a list of telegrams,—for example, if insufficient stamps be affixed to a telegram (in which case the undercharges are recovered from the addressee—See *Telegraph Guide*), or if a telegram invoiced in the list be not received, or if a number be wrongly quoted or be not in the consecutive series,—the telegraph master

will note the irregularity on the back of the list. If any remarks are made by the telegraph office on a list of telegrams, a copy of such remarks should be sent by first mail by the local post office to the post office from which the list was received.

21. *Obligation of secrecy.*—All Post Office employees entrusted with telegraph work are *Telegraph Officers* under Indian Telegraph Act, 1885 (XIII of 1885). Under this Act violation of secrecy in respect to telegrams renders them liable to fine, or to imprisonment not exceeding three years, or to both. It is a violation of secrecy to mention that a message has been despatched by any particular person or firm.

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## APPENDIX No. 12.

# Rules Relating to Security Required from Postal Servants.

1. Security to be taken from postal servants.—Owing to their pecuniary and other responsibilities, the following classes of postal servants are required to give security for the faithful discharge of their duties :—

- (a) Deputy and Assistant Postmasters (except those in Presidency offices).
- (b) Sub and Branch Postmasters, including candidates for acting Sub and Branch Postmasterships.
- (c) Clerks, including candidates for acting clerkships, probationers (paid and unpaid) and signallers in post offices.
- (d) Record clerks
- (e) Accountants
- (f) Sorters and mail guards
- (g) Probationers (paid and unpaid)
- (h) All officials who are specially required to convey or escort cash from one office to another, or to and from the Treasury or Sub-treasury.
- (i) Postmen and village postmen (including candidate and acting postmen and village postmen).
- (j) Overseers, mail peons and letter-box peons.
- (k) Mail coachmen and bullock train guards on lines to which the security rules have been or may be applied by the Postmaster-General.
- (l) Postage stamp vendors.

} of the Railway Mail Service.

In no case does the fact that an officer has to give security under these rules affect his obligation to subscribe to the Post Office Guarantee Fund under the rules in force for that fund.

NOTE 1.—Postal servants of the classes from which security is required, who had not less than ten years' service at the time when they were brought under the operation of the security rules, are not obliged to furnish security. Postal servants of the same classes, who had less than ten years' service at the time they were brought under the operation of the security rules and who have not furnished security, will be debarred from any promotion, acting or permanent, until the security is furnished; and if any such postal servant should fail to furnish security within three months from the date of publication of these rules, the head of the circle may also stop any portion of his pay not exceeding one-half, while he is on duty, or place him on any leave (including leave without pay) to which he may be entitled, until the security is furnished.

NOTE 2.—The words "Sub and Branch Postmasters" mean and include only Sub-Postmasters and Branch Postmasters who are solely in the service of the Post Office, and not Sub-Postmasters or Branch Postmasters who have any other recognised occupation or employment. As regards Extra-Departmental agents, see rule 22.

2. Nature of the security.—The security given must be in one of the following forms :—

(1) A security deposit of cash in the Post Office Savings Bank.

(2) A security deposit of Government Promissory Notes.

(3) A personal bond with two sureties.

NOTE.—If the security is in the form of a security deposit in the Savings Bank, it may be deposited by the officer himself or by any other person or persons on his behalf.

3. Security deposited in cash or Government Promissory Notes.—The first two forms of security mentioned in the preceding rule may be combined. Under the general rules relating to security deposit accounts in the Post Office Savings Bank, the balance of such an account may never exceed R500. It will not be possible, therefore, when the amount of the security required exceeds R500, to adopt only the form of savings bank deposit; but the security deposited in such a case must be either wholly in Government Paper, or made up partly by a cash deposit in the Savings Bank, and partly by a deposit of Government Paper.

II. When an officer furnishes security in one or other of the forms (1) and (2) referred to above, or in both together, it will not be necessary for him to deposit the whole amount required at once. He may, to begin with, deposit (either in cash or in Government Paper, or in both together) any sum which is not less than one-third the amount of the security required, and make up the balance by contributions of not less than one-sixth of his pay, to be deducted from his pay and credited to a security deposit account in the Savings Bank.

III. In the case of a security deposit account of a postal servant to which sums are added by instalments, when the balance of the account amounts to such a sum that the addition of another instalment would raise it above the limit of R500, the balance or a sufficient portion of it should be withdrawn for the purchase of Government Paper through the Post Office, so as to admit of the deposit of further instalments to credit of the account. The Government Paper so purchased must be deposited as security in place of the sum withdrawn from the account. Interest on the security deposit will be added to the principal until the full amount of security required has been reached, after which the interest will be paid to the depositor.

IV. The security deposit account must be pledged to the Head of the Circle in which the officer is serving; and in addition to the security deposit form prescribed by the Savings Bank rules, the officer must execute a bond in the form (appended to these rules) appropriate to the case.

V. Government Paper deposited as security must be endorsed and made over to the Head of the Circle in which the officer is serving (*see rule 15*). If the Government Promissory Notes to be deposited are to be purchased through the Post Office, or if they are already in the custody of the Comptroller, Post Office, the officer must obtain delivery of them for this purpose. He must also execute a bond in the form (appended to these rules) appropriate to the case.

NOTE 1.—In the case of candidates, unpaid probationers and Extra-Departmental stamp-vendors who desire to furnish security in cash or Government Paper, or in both together, the whole amount must be deposited at once.

NOTE 2.—See Note 2 to rule 4.

4. **Personal bonds.**—When an officer elects to furnish security by means of a personal bond with two sureties, the bond to be executed must be in the form (appended to these rules) appropriate to the case; and the sureties must not be in the service of the Post Office or dependent on any postal servant.

**NOTE 1.**—It is not intended that those officers who have furnished security in the form of a personal bond with one surety, and whose bonds have been accepted as satisfactory, should be required to change the bonds for any of the forms of security prescribed in rule 2; but if for any reason fresh security is required, it must be in one of the forms prescribed in that rule. Under the special orders of the Postmaster-General a personal bond with one surety may however be accepted in exceptional cases.

**NOTE 2.**—In any case in which a signatory to a bond—whether the principal, a surety, or a witness—is illiterate, his thumb-impression should be affixed to it in the place for, and instead of, his signature, the impression being taken in accordance with the instructions contained in rule 466 of the *Post Office Manual*, Volume III, 4th edition.

5. **Execution of a fresh bond necessary in the case of the reinstatement of a postal servant after he has been dismissed.**—If a postal servant who has furnished a personal security bond is reinstated after he has been dismissed, he should, when reinstated, be required to furnish a fresh personal security bond, as the dismissal operates as a cancelment of the bond previously obtained from him.

Similarly, fresh security must be furnished by any person who, after resigning his appointment or after his services have been dispensed with for any cause, including the abolition of his appointment, is re-employed, even temporarily, in an appointment in which security is required.

6. **Amount of the security.**—The amount of the security, when given in the form of a personal bond with two sureties or of a bond furnished by an Insurance Company (*see rule 23*), shall be—

- (a) in the case of all classes of postal servants, with the exception of those mentioned in clauses (h), (i), (j), and (k) of rule 1, twenty times the officer's monthly pay at the time the security is furnished: provided always that the amount of the security shall not, in any of these cases, be less than R300: and provided also that, in the event of fresh security being required, the amount shall not exceed the amount of the original security;
- (b) in the case of candidates and unpaid probationers, R300;
- (c) in the case of head postmen, and of overseers and others, who are specially required to convey or escort cash, either between post offices or between a head office and a treasury or sub-treasury, R500;
- (d) in the case of postmen, village postmen, mail coachmen, mail peons, letter-box peons, and bullock train guards, R250.

**NOTE.**—Postmen or others attached to sub-offices, who may be required to convey or escort cash between a sub-office and a sub-treasury, need not furnish security for more than R250, but in no case should they be entrusted with a larger sum of money than R600 at a time.

II. When, however, the security is given in either of the first two forms of security mentioned in rule 2, or in both together, the amount of the security shall be two-thirds of the amount required by the preceding

paragraph in the case of a postal servant of the class concerned who gives security in the form of a personal bond or Insurance Company's bond.

**EXCEPTION.**—In the case of postage stamp vendors the amount of security shall be twenty times the stamp vendor's pay in *whatever* form the security is furnished.

**7. Security to hold good on promotion.**—A person who has once given satisfactory security will not be called on to give further security when promoted to a higher grade; but when an officer who has furnished personal security or security deposited in cash or Government Paper for a sum less than R500 or two-thirds of that amount, as the case may be, is appointed to a post in which he has to convey or escort cash between post offices or to or from a head office and a treasury or sub-treasury, he will be required to furnish further security so as to bring the total up to R500 or two-thirds of that amount according to the form in which the security is given. Although the responsibility of a postal servant may be increased on his promotion, his additional service in the Department and the longer experience of his character and career are held as equivalent to the additional security that would be required and taken from a man newly appointed to the same post from outside the Department.

**II.** The security given by Deputy and Assistant Postmasters, Sub-Postmasters, and clerks promoted to be Postmasters or Inspectors, holds good on their promotion.

**NOTE.**—A postal servant belonging to a class from which security is not taken should not, if it can be avoided, be appointed to act for any length of time in an appointment belonging to a class from which security is taken, unless he has furnished security. If, in an emergency, the officer appointed to act has not furnished security, he should be required to furnish it in accordance with these rules within one month, and on his failure should be removed from the acting appointment.

**8. Examination of bonds executed by officials who have deposited security in cash or Government Paper.**—In the case of security deposited in cash or Government Paper, or in both forms together, the Superintendent must examine the bond executed and see that it is in the correct form and that it has been properly executed. He must also satisfy himself (a) that the amount deposited to begin with, whether in cash or in Government Paper, or in both together, is in accordance with the provisions of rule 3; (b) that in the case of a cash deposit, the Savings Bank pass-book has been delivered over into the custody of the postmaster by whom the officer's pay is drawn (*see rule 13*); and (c) that in the case of a deposit of Government Paper, the Promissory Note or Notes have been endorsed and delivered over to the Head of the Circle (*see rule 15*).

**II.** When the Superintendent has examined the bond and satisfied himself on the points mentioned above, he should write on the bond a certificate in one of the following forms, as the case may require :—

(*When the whole amount of the security is deposited at once*).—"Certified that this bond has been examined and found in order; and that I have satisfied myself that the amount of the security required, R—, has been deposited (R— in the Post Office Savings Bank and R— in Government Paper)."

(*When the first deposit is only part of the security*).—"Certified that this bond has been examined and found in order; and that I have satisfied myself that R— has been deposited as a first deposit (R— in the Post Office Savings Bank and R— in Government Paper). R—, the balance of the security required, must be recovered by instalments in accordance with the rules on the subject."

The Superintendent should sign the certificate, adding his designation and the date, and then send the bond for custody to the postmaster by whom the officer's pay is drawn.

NOTE.—In the case of security furnished by officers employed in first class head offices the postmaster must perform the duties assigned to the Superintendent by this rule.

9. Signatures of sureties to be affixed in presence of a postal officer.—When security is furnished in the form of a personal bond, the signatures of the sureties must be affixed to the bond in the presence of a postal officer other than the principal and above the rank of postman. The postal officer and two other witnesses must sign the bond in evidence of having witnessed the signatures of the sureties.

10. Enquiries as to the solvency of persons offering themselves as sureties.—Before any personal bond is accepted, the Superintendent must, either personally or through an Inspector, make such enquiries as may be necessary to satisfy himself that the sureties are substantial persons, able, without doubt, to make good the sum in which they are bound by the bond, and, whenever practicable, these enquiries should be made by the Superintendent through the local revenue authorities. When the Superintendent or Inspector has thus satisfied himself, he must draw up, in each case, a memorandum to be attached to the bond, showing, in detail, the nature and results of his enquiries. The Superintendent should then write on the margin of the bond the words "Sureties satisfactory as per memorandum annexed," add his signature, office, and the date, and forward the bond to the postmaster by whom the pay of the principal is drawn.

NOTE 1.—This rule applies also to personal security bonds executed by officials employed in first class head offices when the sureties live outside the station; when the sureties live within the station, the postmaster must himself make the necessary enquiries, record their nature and result in a memorandum to be attached to the bonds, and write the prescribed endorsement on the bonds.

NOTE 2.—When the sureties reside outside the division of the Superintendent by whom the bond is to be attested, the bond should be sent to the Superintendent of the division in which the sureties reside: if the sureties reside in different divisions, the bond should be sent to each Superintendent in whose division a surety resides. The Superintendent to whom the bond is sent will have it executed by the surety or sureties, write on the reverse a remark certifying, if the result of his enquiries is satisfactory, that the surety or sureties are satisfactory after the memorandum referred to in this rule has been drawn up, add his signature, office, and the date, and return the bond with the memorandum to the Superintendent in whose division the principal is employed.

NOTE 3.—Generally enquiries as to the solvency of a surety can be best made at the place of his residence; but when a surety is temporarily living far from his home and enquiries cannot be satisfactorily made at the place of his residence, they should be made also at his home.

11. Death, insolvency, or withdrawal of sureties.—A postal servant, who has given security in the form of a personal bond, is bound to give information if a surety dies, or becomes insolvent, or changes his residence. Failure to report the death or insolvency of a surety, when it is known to the principal, will render the latter liable to dismissal. If it comes to the knowledge of the postmaster that a surety is dead or insolvent, a report should be made to the Superintendent.

II. When a surety dies, becomes insolvent or withdraws from his suretyship and the principal has less than ten years' service, the latter should be required to furnish fresh security.

III. When a surety dies or becomes insolvent and the principal has ten years' service or more, fresh security should not be required from him.

IV. When a surety *withdraws* from his suretyship and the principal has ten years' service or more, an enquiry should be made to ascertain the cause of the withdrawal. If the withdrawal is explained to the satisfaction of the Superintendent or first class postmaster, as the case may be, he should note the fact on the bond and fresh security should not be required. If the withdrawal is not explained to the satisfaction of the Superintendent or first class postmaster, the case should be specially reported to the Head of the Circle for orders.

NOTE.—This rule applies also to the personal bonds of postmasters and inspectors which are kept in the office by the Head of the Circle. (See Note to rule 12.)

EXCEPTION.—The provisions of this rule do not apply to the bonds of Insurance Companies. When in the case of an official who has furnished this form of security, the Company withdraw from their suretyship, the principal should be required to provide fresh security unless he has 15 years' service or more, in which case further security may be dispensed with.

12. Custody of security bonds in head offices.—All accepted bonds, duly endorsed by the Superintendent, must be kept by the postmaster of the head office who draws the pay of the officers by whom the bonds were executed. All the bonds must be entered in a register (in the form appended to these rules) and kept with the register in a locked tin box inside the office safe. The key of the box must always be in the custody of the postmaster.

II. When a postal official is transferred permanently to the jurisdiction of another head office, the postmaster of the office in which his bond is kept should forward the bond to the new head office in a registered cover, and make note of the fact against the proper entry in the register. In such cases the bond should invariably accompany the transferred official's last-pay certificate.

NOTE.—The bond of an official promoted to be a head postmaster or inspector (permanent or officiating) should be deposited in the office of the Head of the Circle and should be retained there even if he reverts from his head postmastership or inspectorship.

13. Custody of pass-books in head offices.—All the pass-books appertaining to security deposit accounts of postal servants, should be kept by the postmaster by whom the pay of the depositors is drawn, locked in the tin box with the security bonds to which they relate, the number of each account being entered in the register. Depositors will at all times be at liberty to call for and examine their pass-books, in order to satisfy themselves that all deductions have been duly credited to their accounts.

II. When a postal servant, who has furnished security in the form of a security deposit in the Savings Bank, is transferred to the jurisdiction of another head office, the postmaster of the office in which his security deposit account stands should transfer the account and the pass-book to the new head office, according to the rules in Chapter II of Volume I of the *Manual*.

14. Manner of crediting deductions from pay to security deposit accounts.—In the case of officers paid from head offices, the postmaster should credit deductions from pay, on account of security, to the proper Savings Bank accounts when the pay is being disbursed.

II. In the case of a village postman, or other officer, paid from the head office, who is not present to receive his pay on or before the 4th of the month, and in the case of all officers paid from sub and branch offices, the amount

to be realised as security should be shown in column 3 of the acquittance roll as a deduction, the No. of the security deposit account concerned being entered in column 7, together with the name of the official concerned, if he is a postman, village postman or inferior servant. When the acquittance rolls are ready, a statement should be prepared in which the Nos. of the security deposit accounts, the names of all the officials referred to in the first sentence of this paragraph and the amount to be recovered from each as security should be entered. The total of the amounts entered in the statement should be charged to "bills paid" on the 1st of the month and credited to the savings bank accounts of the officials concerned on the same date. *Each* of the amounts entered in the statement should be receipted by the postmaster and the statement should then be treated as a separate acquittance roll in accordance with Note 1, under rule 914 of the 8th edition of Volume I of the *Manual*.

III. If a postal servant whose pay is subject to deductions on account of security is on privilege leave on full pay, the deductions should be made from the pay of each month and credited to the account when the pay is drawn in accordance with the procedure described in the preceding paragraph; but if he is on leave without allowances, or with reduced allowances, no deduction on account of security should be made until full pay is drawn for him the first time after his return to duty.

NOTE.—When inferior servants employed in sub and branch offices, from whom payments on account of security are to be recovered, are on leave and are not to receive full pay for the month, timely notice must always be given to the head office by the sub and branch postmasters concerned, so that no amounts may be deducted from their pay and credited to their s. b. accounts. If, however, owing to the want of timely notice, or to any other cause, a deduction is shown by the head office, the amount deducted may be withdrawn, if necessary, from the s. b. account by the officer concerned.

15. Custody of Government Promissory Notes deposited as security.—When an officer wishes to deposit Government Promissory Notes by way of security, they should be endorsed by the depositor to the Head of the Circle in which he is serving, and made over or sent to the postmaster of the head office by whom his pay is drawn to be forwarded to the Head of the Circle. The postmaster or sub or branch postmaster to whom the Notes are delivered for this purpose will grant the depositor a preliminary receipt. Notes tendered at a sub or branch office for this purpose will be sent to the head or account office in the account or branch office bag entered in the daily account.

II. The postmaster of the head office will forward each Note to the Head of the Circle in a separate cover registered on postal service, the cover being placed with a registered receipt and acknowledgment in an insured envelope, addressed to the postmaster of the office at the head-quarters of the Circle. The weight should be marked in the usual manner on the envelope, which should be closed and sealed in the manner prescribed for closing and sealing insured envelopes.

III. The Head of the Circle should send a formal acknowledgment of the receipt of each Note to the postmaster of the head office from whom it was received, for delivery to the depositor in exchange for the preliminary receipt, and he should also intimate receipt of the Note to the Divisional Superintendent.



IV. The Notes received by the Head of the Circle should be endorsed by him as follows :—" Pay to the Comptroller, Post Office," and they should then be forwarded to that officer. The Notes should be enclosed in a separate cover registered on Postal Service, and the office of posting should be instructed to forward this cover with a registered article receipt and acknowledgment in an insured envelope addressed to the Presidency Postmaster, Calcutta, the weight being marked as usual on the insured envelope and the envelope being closed and sealed in the manner prescribed for closing and sealing insured envelopes. With each despatch of Notes to the Comptroller, a covering list in the special form given at the end of these rules should be sent in duplicate.

NOTE.—The Head of the Circle, before forwarding Notes to the Comptroller, should satisfy himself that the chain of endorsements on each Note is complete, that is, that the persons or officers who have endorsed the Note away are the same as those in whose names it already stands or to whom it has been endorsed. An endorsement signed " for " any other person, or an endorsement to or by any person, " in trust for " any other, or as " trustee of " anything, is invalid. All words relating to a trust must be expunged under the initials or signature of the person in whose endorsement they occur. Endorsements written upon a piece of paper which joins the two halves of a Note are also invalid. It is, therefore, necessary that these and like defects should be remedied before a Note is forwarded to the Comptroller, or much trouble will inevitably be experienced when it is desired to renew or sell the Note.

V. Interest on the Notes will be paid by means of a payment order from the Comptroller which should be cashed by the postmaster of the head office and charged to miscellaneous (unclassified) payments ; but if the payee has a security deposit account, the interest should not be actually paid to him but should be credited as a deposit to his account by a *per contra* debit in the accounts to miscellaneous (unclassified) payments, provided that the limit of a security deposit account is not thereby exceeded, and provided also that the full amount of security required from him has not been reached.

16. Delivery of Promissory Notes out of custody and realisation of their value.—The Government Promissory Notes in the custody of the Comptroller, Post Office, will be delivered up on the application of the Head of the Circle by whom they were forwarded. It should, however, be borne in mind—

- (a) that when a Note is delivered up under this rule it will not necessarily be the identical Note which was sent for custody, and
- (b) that an application for delivery of a Note should always specify at what treasury the Note is to be encashed for payment of interest.

II. When the whole or part of a security deposit of Government Promissory Notes has to be credited to Government in recovery of departmental claims or as forfeited by order of the Head of the Circle to whom the Notes are pledged, the Comptroller will sell the Notes. The proceeds (after deduction of the usual commission and brokerage in the case of Government Promissory Notes not purchased through the Post Office) will be remitted to the Head of the Circle, who will have the whole or part, as the case may be, credited to Government, any balance left in hand after the claims of Government have been satisfied being paid to the depositor.

17. Alteration of the form of security.—When security has been furnished in the form of a personal bond with sureties, the bond may be cancelled at any time by the deposit in either of the first two forms of security mentioned in rule 2, or in both together, of not less than two-thirds of the amount applicable in the case concerned to security given in those forms. If the whole amount

of the security in the new form is not deposited at once, the balance must be made up by instalments of not less than one-sixth of the officer's pay. In other respects the deposit of cash or Government Paper will be subject to the provisions of rules 3 and 14.

NOTE 1.—Postal servants who have furnished personal bonds with sureties should be encouraged but not compelled to open private Savings Bank accounts and to deposit small sums from time to time, as they can be spared, with a view to cancelling the bonds in the manner described in this rule when the necessary amount has been accumulated.

NOTE 2.—If an officer wishes to substitute a personal bond with two sureties for a security deposit in cash or Government Paper this should be allowed. Alterations of the form of security in this way should, however, be discouraged; and in the case of postmen and village postmen, the Head of the Circle has authority to refuse to allow a security deposit in cash or Government Paper to be withdrawn and a personal bond substituted.

18. Disposal of cancelled bonds.—When a personal bond is to be cancelled under the preceding rule, or by the withdrawal of a surety from his suretyship after the prescribed notice, or from any other cause, the bond should be sent to the Head of the Circle by whom it will be cancelled, a note explaining briefly the reason for cancelling the bond being added under his signature. The bond should be preserved in his office for three years, after which period it may be destroyed. The same course should be followed in the case of a bond relating to a security deposit in cash or Government Paper when the deposit is returned to the depositor.

II. A note, showing how the bond has been disposed of, should in every case be written by the postmaster of the head office against the entry of the bond in the register.

NOTE.—When a surety gives notice of his intention to terminate his suretyship and the principal is required to furnish a fresh bond (*see paragraphs II and III of rule 11*), the necessary enquiries should at once be commenced with a view to the immediate execution of the new bond on the expiry of the period of notice. If it should be found necessary in any case to have the fresh bond executed *within* the period of notice, the following sentence should be added to the body of the bond:—"The conditions of this bond shall have effect on and from the (*date of termination of period of notice*)," and against this addition the principal and the sureties to the fresh bond should be required to place their signatures.

19. Procedure when an official dies or leaves the Department.—When a postal servant, who has given security, dies or leaves the Department, the following procedure should be followed:—

- (a) The bond should be sent to the Head of the Circle, and it should be preserved in his office for three years, after which period it may be destroyed. A note, showing how the bond has been disposed of, should be written by the postmaster of the head office against the entry of the bond in the register.
- (b) If the security is in the form of a security deposit in the Savings Bank or in Government Paper, the return of the deposit should not be authorised by the Head of the Circle until after the lapse of six months.

20. Security of professional money-lenders not allowed.—Postmen and village postmen should on no account be allowed to give the security of professional money-lenders. It is intended that postmen should be respectable men, who can obtain the required security from their relatives or friends; and if they are selected from the jurisdiction in which they are to be

employed, or its neighbourhood, very little difficulty will, it is believed, be experienced in obtaining the necessary security.

II. When a vacancy occurs for the appointment of a postman or village postman, the respectable inhabitants of the neighbourhood in which the man will have to serve should, as a rule, be asked to recommend a suitable candidate. If they know that the man appointed will have to pay their own money orders and deliver their own ordinary and registered letters, they will not recommend any one who is not honest and efficient, and such a man will readily obtain the necessary security without being required to pay for it.

21. Penalty for not furnishing security.—The postmaster may not draw pay for any person newly appointed to a permanent vacancy in an office for which security is required, unless the prescribed security has been actually furnished; and if such security is not given before the date of taking over charge, the date from which the permanent appointment will be held to commence will be the date on which a satisfactory security is actually given. If, however, it is necessary to fill an appointment temporarily by a person who has agreed to give, but has not actually given, the prescribed security, he may, under the orders of the officer authorised to appoint him, draw half his salary until the security is actually given. No person newly appointed to a vacancy, whether permanent or temporary, shall be allowed to continue in the appointment if the required security is not furnished within one month from the date of appointment.

II. A postal servant, who has given security in the form of a personal bond, and who is required to give fresh security owing to the death, insolvency, or withdrawal of one or both of his sureties from their suretyship, shall, if he fails to furnish fresh security within three months from the date of cancellation of his bond, be subject to the special penalties described below for the different classes of officials :—

- (a) An official belonging to one of the classes mentioned in clauses (a) to (f) of rule 1, who is not a probationer, shall, if he has not less than ten years' service, be debarred from any permanent promotion until security is furnished: if he has less than ten years' service, he shall be debarred from any promotion, acting or permanent, until security is furnished. A probationer, who fails to furnish fresh security, shall be removed.
- (b) An official who is specially required to convey or escort cash [see clause (h) of rule 1], shall be reduced to a less responsible position until security to the amount of Rs500, or two-thirds of that amount if the fresh security is given in either of the first two forms mentioned in rule 2, or in both together, is furnished, when he may, under the orders of the Head of the Circle, be restored to his appointment.
- (c) An official belonging to one of the classes mentioned in clauses (i), (j), and (k) of rule 1, who has not less than ten years' service, shall be debarred from any promotion, acting or permanent, or increase of pay that may fall due to him, until security is furnished: if he has less than ten years' service he shall be transferred

to an appointment on lower pay and for which he need not give security.

In any of these cases the Head of the Circle may also, until the required security is furnished, stop any portion of the officer's pay not exceeding one-half or place him on any leave (including leave without pay) to which he may be entitled. An officer who fails to furnish fresh security by the date of cancellation of the original bond shall not be allowed to continue in charge of a sub or branch office or be appointed or re-appointed to such an office until the required security is furnished.

**NOTE.**—When a postman or village postman is absent on leave or deputation a candidate who has given security, or who can at once give the requisite security, should, if possible, be selected to fill his place. If such a man cannot be obtained and the absentee cannot furnish a substitute to work on his (the absentee's) responsibility, the postmaster or sub or branch postmaster (as the case may be) must himself bear the responsibility of appointing a trustworthy postman or village postman who can be entrusted with the payment of money orders, under the safeguards and limitations provided by the rules on the subject. The security taken from acting postmen and village postmen should always be in the form of a personal bond.

**22. Extra-Departmental agents.**—Security should be taken from Extra-Departmental agents in the following two cases:—

- (a) When a new post office is opened under an Extra-Departmental agent.
- (b) When an increase is sanctioned to the remuneration of an Extra-Departmental agent, who has not already furnished the prescribed security.

Supervising officers should also endeavour to obtain security from other Extra-Departmental agents, especially whenever a permanent change is made in the Extra-Departmental agent in charge of a post office.

**II.** The amount of the security to be furnished by an Extra-Departmental agent is R300 when the security is given in the form of a personal bond, and R200 when it is given in either of the first two forms of security mentioned in rule 2, or in both together. In other respects the provisions of the preceding rules will be generally applicable; but if the security is furnished in cash or Government Paper, or in both together, the whole amount must be deposited at once, and no portion of the amount should be allowed to be made up by instalments deducted from the Extra-Departmental agent's pay.

**III.** The security bond executed by an Extra-Departmental agent must be in the special form (appended to these rules) appropriate to the case.

**NOTE.**—Heads of Circles may exercise their discretion as to the classes of Extra-Departmental agents that may be exempted altogether from the operation of this rule.

**23. Bonds furnished by a thoroughly responsible Insurance Company may be accepted.**—A thoroughly responsible Insurance Company, approved by the Head of a Circle, may be accepted as surety (without a second surety) of a Departmental postal servant or of an Extra-Departmental agent or of a candidate for employment in the Post Office, provided the terms in the appropriate personal bond form (appended to these rules) are complied with. When security is furnished in this way, it will not be necessary for supervising officers to make the enquiries ordered in rules 9 and 10.

**NOTE.**—See Note 2 to rule 4.

Appx. No. 12.  
Form 1.

## SECURITY BOND.

*When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Deputy and Assistant Postmasters, Sub and Branch Postmasters, Clerks in post offices, Record Clerks, Accountants and Sorters of the Railway Mail Service, and paid probationers.]

KNOW all men by these presents that I (A) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
\_\_\_\_\_ Post Office \_\_\_\_\_  
District \_\_\_\_\_ am held and firmly bound  
unto the Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_  
to be paid to the said Secretary of State his successors or assigns or his or their  
certain attorney or attorneys for which payment well and truly to be made  
I bind myself my heirs executors administrators and representatives firmly  
by these presents sealed with my seal dated this \_\_\_\_\_  
day of \_\_\_\_\_ 19\_\_\_\_ And I do hereby for myself my heirs executors adminis-  
trators and representatives covenant with the said Secretary of State his successors  
and assigns that if any suit shall be brought touching the subject-matter of this  
obligation or the condition hereunder written in any Court subject to the High  
Court of Judicature at Calcutta or the High Court of Judicature at Bombay or the  
High Court of Judicature at Madras or the High Court of Judicature at Allahabad  
the same shall and may at the instance of the said Secretary of State be removed  
into tried and determined by the High Court to which such Court on which such  
suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction  
of such High Court WHEREAS the above bounden (A) \_\_\_\_\_  
\_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ appointed to  
and now holds the office of \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_ in the \_\_\_\_\_ Postal  
Circle AND WHEREAS the said (A) \_\_\_\_\_  
\_\_\_\_\_ is liable at any time to be transferred to some other appoint-  
ment in the Post Office in the same or some other Province of British India  
AND WHEREAS by virtue of his employment in the Post Office the said  
(A) \_\_\_\_\_ is required to  
perform public duties in which the public are interested and has or is liable  
to have amongst other duties to receive deal with and dispose of letters  
postcards packets parcels money orders British Postal Orders Savings Bank  
deposits postage stamps and all other postal articles whatsoever in accord-  
ance with the rules thereto relating prescribed from time to time by the  
Government of India the Director-General of the Post Office or the Head of  
the Postal Circle in which he is employed and truly to account for all moneys  
that come or ought to come to his hands as a servant of the Post Office AND  
WHEREAS the said (A) \_\_\_\_\_  
\_\_\_\_\_ has agreed and is bound to attend for the purpose

INSTRUC-  
TIONS.

When this form of bond is executed in a Postal Circle or part of a Postal Circle which is not situated within the jurisdiction of one or other of the High Courts of Judicature at Calcutta, Bombay, Madras or Allahabad, the italicised sentence "And I do hereby for myself \* \* \* \* \* Extraordi- nary Original Jurisdiction of such High Court" should be scored out.

of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Post Office until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than \*(one-sixth) part of his pay the further sum of R \_\_\_\_\_ in all for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

\_\_\_\_\_ AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ has entered into the above bond in the penal sum of R \_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

\_\_\_\_\_ NOW the condition of the above written bond is such that if the said (A) \_\_\_\_\_ has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the beforementioned three months' notice in writing and shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A) \_\_\_\_\_

\_\_\_\_\_ has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A) \_\_\_\_\_

\_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby declared and agreed by the said (A) \_\_\_\_\_

\_\_\_\_\_ with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_

## INSTRUCTIONS.

(1) When the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has "

should be scored out.

(3) When the whole amount is deposited at once the words "and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than one-sixth part of his pay the further sum of R \_\_\_\_\_" should be scored out in

addition to  
any altera-  
tion that may  
have to be  
made in ac-  
cordance with  
the preceding  
instructions.

(4) The  
words scored  
out should be  
initialed  
against the  
first and last  
words by the  
officer execut-  
ing the bond  
and the two  
witnesses.

\_\_\_\_\_ and all sums of money deposited as security in the  
Post Office Savings Bank with the Head of the \_\_\_\_\_

\_\_\_\_\_ Postal Circle by or on behalf of the said (A) \_\_\_\_\_

\_\_\_\_\_ shall be and remain with the said Head of the  
\_\_\_\_\_ Postal

Circle for the time being as security to the said Secretary of State his  
successors and assigns for the purpose of securing and indemnifying the said  
Secretary of State his successors and assigns and the Government of India  
against all loss which he or they or the Government of India may or can in  
any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

\_\_\_\_\_ with full power to the said Secretary of State his successors or  
assigns or his or their officers or servants duly authorised in that behalf from  
time to time as occasion shall require to realise sell confiscate and dispose of  
the said Government Promissory Notes or the said sums of money deposited  
as security in the Post Office Savings Bank or a sufficient portion thereof or  
the interest thereon and to apply the proceeds thereof in and towards the in-  
demnity as aforesaid of the said Secretary of State his successors or assigns or  
the Government of India as the case may require but nevertheless the interest  
of the said Government Promissory Notes or of the said sums of money de-  
posited as security in the Post Office Savings Bank may in the meantime be  
paid over as the same shall be realised by the said Head of the \_\_\_\_\_

\_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_

\_\_\_\_\_ : Provided also and it is hereby agreed and  
declared by and between the said (A) \_\_\_\_\_

and the said Secretary of State that on the death of the said (A) \_\_\_\_\_

\_\_\_\_\_ or on the vacation by the said (A) \_\_\_\_\_

\_\_\_\_\_ of his appointment in the Post Office the above-  
mentioned Government Promissory Notes or the said sums of money  
deposited as security in the Post Office Savings Bank shall not be at once  
returned to his heirs executors administrators and representatives or to the  
said (A) \_\_\_\_\_ as the case may be but shall be and remain  
with the said Head of the \_\_\_\_\_ Postal Circle for  
the term of six months after the date of such death or such vacation as the  
case may be as security against any loss or damage that may have then been  
or may thereafter be incurred by the said Secretary of State and in respect of  
which the said (A) \_\_\_\_\_

and his heirs executors administrators and representatives after his death  
are or shall be liable to indemnify the Secretary of State his succes-  
sors and assigns as aforesaid under these presents or otherwise and on  
the expiration of the said period of six months the said Government Promis-  
sory Notes and the said sums of money deposited as security in the Post  
Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_

\_\_\_\_\_ or in the event of his death to his heirs executors  
administrators and representatives on his or their furnishing a stamped  
receipt in full of all demands : Provided lastly that the return at any time of  
the said Government Promissory Notes or the said sums of money deposited as  
security in the Post Office Savings Bank shall not be deemed to affect the right  
of the said Secretary of State to take proceedings upon the said bond  
against the said (A) \_\_\_\_\_ in case any breach of the

conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank.

Signed, sealed and delivered by the  
above-named (A) \_\_\_\_\_

Signature.

Seal.



In the presence of (*two*  
*witnesses to sign here*).

\_\_\_\_\_

APP. No. 12.  
Form 2.

### SECURITY BOND.

*When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed by unpaid probationers.]

KNOW all men by these presents that I (A) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_  
\_\_\_\_\_ am held and firmly bound unto the  
Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_  
\_\_\_\_\_ to be paid to the said Secretary of State his successors or  
assigns or his or their certain attorney or attorneys for which payment well  
and truly to be made I bind myself my heirs executors administrators and  
representatives firmly by these presents sealed with my seal dated this \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ And I do hereby for

myself my heirs executors administrators and representatives covenant with the  
said Secretary of State his successors and assigns that if any suit shall be brought  
touching the subject-matter of this obligation or the condition hereunder written  
in any Court subject to the High Court of Judicature at Calcutta or the High  
Court of Judicature at Bombay or the High Court of Judicature at Madras or the  
High Court of Judicature at Allahabad the same shall and may at the instance of  
the said Secretary of State be removed into tried and determined by the High Court

INSTRUC-  
TIONS.

When this  
form of bond  
is executed  
in a Postal  
Circle or part  
of a Postal  
Circle which  
is not situ-  
ated within



the jurisdiction of one or other of the High Courts of Judicature at Calcutta, Bombay, Madras or Allahabad, the *italicised* sentence "And I do hereby for myself \* \* \* Extraordinary Original Jurisdiction of such High Court" should be scored out.

to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court WHEREAS the above bounden (A) \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ appointed to and now holds the office of a Postal unpaid probationer at \_\_\_\_\_ in the \_\_\_\_\_ Postal Circle AND WHEREAS the said (A) \_\_\_\_\_ is a candidate for a salaried office in the Post Office and will be liable when appointed to any such office to be at any time transferred to some other appointment in the Post Office in the same or some other Province of British India AND WHEREAS by virtue of his employment in the Post Office the said (A) \_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters postcards packets parcels money orders British Postal Orders Savings Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Post Office AND WHEREAS the said (A) \_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint AND WHEREAS the said (A) \_\_\_\_\_ in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_ for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_ AND WHEREAS the said (A) \_\_\_\_\_ has entered into the above bond in the penal sum of R \_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_ NOW the condition of the above-written bond is such that if the said (A) \_\_\_\_\_ has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving three months' notice in writing and shall indemnify the said

#### INSTRUCTIONS.

(1) When the first deposit is wholly in Government securities the words "and has deposited as security in the Post Office Savings Bank with the Head of the

Postal Circle the sum of R \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has" should be scored out.

(3) The words scored out should be initialed

Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A) \_\_\_\_\_ against the first and last words by the officer executing the bond and the two witnesses.

\_\_\_\_\_ has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matter any conviction or judgment against the said (A) \_\_\_\_\_

\_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A) \_\_\_\_\_

\_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby declared and agreed by the said (A) \_\_\_\_\_

\_\_\_\_\_ with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_

\_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_

\_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_

\_\_\_\_\_ Postal Circle by or on behalf of the said (A) \_\_\_\_\_

\_\_\_\_\_ shall be and remain with the said Head of the \_\_\_\_\_

\_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

\_\_\_\_\_ with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or of the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_

\_\_\_\_\_ : Provided also and it is hereby agreed and declared by and between the said (A) \_\_\_\_\_ and the said Secretary of State that on the death of the said (A) \_\_\_\_\_

\_\_\_\_\_ or on the vacation by the said (A) \_\_\_\_\_

\_\_\_\_\_ of his appointment in the Post Office the above-mentioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to his heirs executors administrators and representatives or to the said (A) \_\_\_\_\_

\_\_\_\_\_ as the case may be but shall be and remain with the said Head of the \_\_\_\_\_

\_\_\_\_\_ Postal Circle for the term of six months after the date of such death or such vacation as the case may be as security against any loss or damage that may have then been or may thereafter be incurred by the said Secretary of State

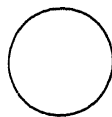
and in respect of which the said (A) \_\_\_\_\_  
 \_\_\_\_\_and his heirs executors administrators and representatives after his death  
 are or shall be liable to indemnify the Secretary of State his successors and  
 assigns as aforesaid under these presents or otherwise and on the expiration  
 of the said period of six months the said Government Promissory Notes and  
 the said sums of money deposited as security in the Post Office Savings Bank  
 shall only be returned to the said (A) \_\_\_\_\_

\_\_\_\_\_or in the event of his death to his heirs executors  
 administrators and representatives on his or their furnishing a stamped receipt  
 in full of all demands : Provided lastly that the return at any time of the said  
 Government Promissory Notes or the said sums of money deposited as security  
 in the Post Office Savings Bank shall not be deemed to affect the right of the  
 said Secretary of State to take proceedings upon the said bond against the  
 said (A) \_\_\_\_\_in case  
 any breach of the conditions of the said bond shall be discovered after the  
 return of the said Government Promissory Notes or the said sums of money  
 deposited as security in the Post Office Savings Bank.

Signed, sealed and delivered  
 by the above-named (A) \_\_\_\_\_

*Signature.*

Seal.



In the presence of (two {  
 witnesses to sign here).

\_\_\_\_\_  
 \_\_\_\_\_

Appx. No. 12.  
Form 8.

### SECURITY BOND.

*When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]  
 [To be executed by candidates for acting Postmasterships (sub or branch) and  
 Clerkships.]

KNOW all men by these presents that I (A) \_\_\_\_\_  
 \_\_\_\_\_son of \_\_\_\_\_  
 of Village \_\_\_\_\_Police Station \_\_\_\_\_  
 \_\_\_\_\_Post Office \_\_\_\_\_District \_\_\_\_\_

\_\_\_\_\_am held and firmly bound unto the  
 Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_  
 \_\_\_\_\_to be paid to the said Secretary of State his  
 successors or assigns or his or their certain attorney or attorneys for which  
 payment well and truly to be made I bind myself my heirs executors adminis-  
 trators and representatives firmly by these presents sealed with my seal dated  
 this \_\_\_\_\_ day of \_\_\_\_\_  
 19\_\_\_\_\_. *And I do hereby for myself my heirs executors ad-  
 ministrators and representatives covenant with the said Secretary of State his  
 successors and assigns that if any suit shall be brought touching the subject-matter  
 of this obligation or the condition hereunder written in any Court subject to the  
 High Court of Judicature at Calcutta or the High Court of Judicature at Bombay  
 or the High Court of Judicature at Madras or the High Court of Judicature at  
 Allahabad the same shall and may at the instance of the said Secretary of State  
 be removed into tried and determined by the High Court to which such Court on  
 which such suit shall be brought shall be so subject in the Extraordinary Original  
 Jurisdiction of such High Court WHEREAS the said (A) \_\_\_\_\_*  
 \_\_\_\_\_is a candidate for a salaried office in the Post  
 Office and will be liable when appointed to any such office to be at any  
 time transferred to some other appointment in the Post Office in the same or  
 some other Province of British India AND WHEREAS by virtue of his  
 employment in the Post Office the said (A) \_\_\_\_\_  
 \_\_\_\_\_is required to perform public  
 duties in which the public are interested and has or is liable to have  
 amongst other duties to receive deal with and dispose of letters postcards  
 packets parcels money orders British Postal Orders Savings Bank deposits  
 postage stamps and all other postal articles whatsoever in accordance with  
 the rules thereto relating prescribed from time to time by the Government  
 of India the Director-General of the Post Office or the Head of the Postal  
 Circle in which he is employed and truly to account for all moneys that come  
 or ought to come to his hands as a servant of the Post Office AND WHEREAS  
 the said (A) \_\_\_\_\_has agreed and  
 is bound to attend for the purpose of discharging his duties at such times  
 and places as his superior officers may appoint AND WHEREAS the said  
 (A) \_\_\_\_\_in con-  
 sideration of his said appointment has delivered to and endorsed over to  
 the Head of the  
 Postal Circle Government securities to the extent of R \_\_\_\_\_  
 \_\_\_\_\_and has deposited as security in the  
 Post Office Savings Bank with the Head of the  
 \_\_\_\_\_Postal Circle the sum of R \_\_\_\_\_  
 \_\_\_\_\_for the purpose of securing and indemnifying the  
 said Secretary of State his successors and assigns and the Government of  
 India against all loss which he or they or the Government of India may or  
 can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_  
 \_\_\_\_\_AND WHEREAS the said  
 (A) \_\_\_\_\_has entered  
 into the above bond in the penal sum of R \_\_\_\_\_  
 \_\_\_\_\_conditioned for the due performance by him the said  
 (A) \_\_\_\_\_of \_\_\_\_\_

INSTRUC-

TIONS.  
 When this  
 form of bond  
 is executed in  
 a Postal  
 Circle or part  
 of a Postal  
 Circle which  
 is not situ-  
 ated within  
 the jurisdic-  
 tion of one  
 or other of  
 the High  
 Courts of  
 Judicature at  
 Calcutta,  
 Bombay,  
 Madras or  
 Allahabad,  
 the italicised  
 sentence

"And I do  
 hereby for  
 myself \* \* \*  
 \* \* \*  
 Extraordi-  
 nary Original  
 Jurisdiction  
 of such High  
 Court"

should be  
 scored out.

INSTRUC-

TIONS.  
 (1) When the  
 first deposit  
 is wholly in  
 Government  
 securities, the  
 words "and  
 has deposited  
 as security in  
 the Post  
 Office Savings  
 Bank with the  
 Head of  
 the  
 Postal Circle,  
 the sum of  
 R \_\_\_\_\_"  
 should be  
 scored out.

(2) When the  
 first deposit  
 is wholly in  
 cash, the  
 words  
 "delivered to  
 and endorsed  
 over to the  
 Head of  
 the  
 Postal Circle  
 of \_\_\_\_\_"

Government securities to the extent of Rs— and has " should be scored out. (3) The words scored out should be initialed against the first and last words by the officer executing the bond and the two witnesses.

the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A)\_\_\_\_\_

\_\_\_\_\_NOW the condition of the above-written bond is such that if the said (A)\_\_\_\_\_

\_\_\_\_\_has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving three months' notice in writing and shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A)\_\_\_\_\_

\_\_\_\_\_has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A)\_\_\_\_\_

\_\_\_\_\_in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A)\_\_\_\_\_then

this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby declared and agreed by the said (A)\_\_\_\_\_with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the\_\_\_\_\_Postal Circle

by the said (A)\_\_\_\_\_and all sums of money deposited as security in the Post Office Savings Bank with the Head of the\_\_\_\_\_Postal Circle by or on behalf of

the said (A)\_\_\_\_\_shall be and remain with the said Head of the\_\_\_\_\_Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A)\_\_\_\_\_

\_\_\_\_\_with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or of the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the\_\_\_\_\_

\_\_\_\_\_Postal Circle if he shall think fit to the said (A)\_\_\_\_\_

\_\_\_\_\_Provided also and it is hereby agreed and declared by and between the said (A)\_\_\_\_\_

\_\_\_\_\_ and the said Secretary of State that on the death of the said (A) \_\_\_\_\_ or on the vacation by the said (A) \_\_\_\_\_ of his appointment in the Post Office the abovementioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to his heirs executors administrators and representatives or to the said (A) \_\_\_\_\_ as the case may be but shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the term of six months after the date of such death or such vacation as the case may be as security against any loss or damage that may have then been or may thereafter be incurred by the said Secretary of State and in respect of which the said (A) \_\_\_\_\_ and his heirs executors administrators and representatives after his death are or shall be liable to indemnify the Secretary of State his successors and assigns as aforesaid under these presents or otherwise and on the expiration of the said period of six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives on his or their furnishing a stamped receipt in full of all demands: Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A) \_\_\_\_\_ in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank.

Signed, sealed and delivered  
by the above-named (A) \_\_\_\_\_

*Signature.*

Seal.



In the presence of (two  
witnesses to sign here).

{ \_\_\_\_\_ .

Appx. No. 12.  
Form 4.

## SECURITY BOND.

*When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Postal servants, such as overseers, mail peons, letter-box peons, coachmen, and bullock train guards, who are required to convey or escort cash.]

INSTRUCTIONS.  
When this form of bond is executed in a Postal Circle or part of a Postal Circle which is not situated within the jurisdiction of one or other of the High Courts of Judicature at Calcutta, Bombay, Madras or Allahabad, the italicised sentence "And I do hereby for myself \* \* \* \* \* shall be so subject in the Extraordinary Original Jurisdiction of such High Court" should be scored out.

INSTRUCTIONS.  
(1) When the first deposit is wholly in Government securities, the words "and has deposited as

KNOW all men by these presents that I (A) \_\_\_\_\_  
son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_  
District \_\_\_\_\_ am held and firmly  
bound unto the Secretary of State for India in Council in the sum of  
Rupees \_\_\_\_\_ to be paid to the said Secretary of  
State his successors or assigns or his or their certain attorney or attorneys for  
which payment well and truly to be made I bind myself my heirs executors  
administrators and representatives firmly by these presents sealed with my seal  
dated this \_\_\_\_\_ day of \_\_\_\_\_  
19—And I do hereby for myself my heirs executors administrators and re-  
presentatives covenant with the said Secretary of State his successors and assigns  
that if any suit shall be brought touching the subject-matter of this obligation or  
the condition hereunder written in any Court subject to the High Court of Judica-  
ture at Calcutta or the High Court of Judicature at Bombay or the High Court of  
Judicature at Madras or the High Court of Judicature at Allahabad the same shall  
and may at the instance of the said Secretary of State be removed into tried and deter-  
mined by the High Court to which such Court on which such suit shall be brought  
\* \* \* \* \* shall be so subject in the Extraordinary Original Jurisdiction of such High Court  
WHEREAS the above bounden (A) \_\_\_\_\_  
was on the \_\_\_\_\_ day of \_\_\_\_\_ 19—  
appointed to and now holds the office of \_\_\_\_\_ at \_\_\_\_\_  
in the \_\_\_\_\_ Postal  
Circle AND WHEREAS the said (A) \_\_\_\_\_  
\_\_\_\_\_ is liable at any time to be employed at some other place in the  
said Postal Circle or to be transferred to some other appointment in the Post  
Office in the same or some other Province of British India AND WHEREAS  
the said (A) \_\_\_\_\_ is required to perform  
public duties in which the public are interested and the duties of the said  
(A) \_\_\_\_\_ include the conveyance of cash  
between the different offices in his jurisdiction and truly to account for all  
moneys that shall come or ought to come to his hands as a servant of the Post  
Office AND WHEREAS the said (A) \_\_\_\_\_ has  
agreed and is bound to attend for the purpose of discharging his duties at such

times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Post Office until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired AND WHEREAS the said (A) \_\_\_\_\_ in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than \*one-sixth part of his pay the further sum of R \_\_\_\_\_ "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has" should be scored out. (2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has" should be scored out. (3) When the whole amount is deposited at once the words "and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than one-sixth part of his pay the further sum of R \_\_\_\_\_" should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions. (4) The words "with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ and all sums of money deposited

\* See Security rules 3 (2) and 17.



words by the officer executing the bond and the two witnesses.

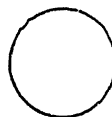
as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_  
 \_\_\_\_\_ Postal Circle by or on behalf of the said (A) \_\_\_\_\_  
 \_\_\_\_\_ shall be and remain with the said Head of the  
 \_\_\_\_\_ Postal Circle for the time being as security to the said  
 Secretary of State his successors and assigns for the purpose of securing and  
 indemnifying the said Secretary of State his successors and assigns and the  
 Government of India against all loss which he or they or the Government of  
 India may or can in any way suffer by reason of the acts or defaults of the said  
 (A) \_\_\_\_\_ with full power  
 to the said Secretary of State his successors or assigns or his or their officers or  
 servants duly authorised in that behalf from time to time as occasion shall re-  
 quire to realise sell confiscate and dispose of the said Government Promissory  
 Notes or the said sums of money deposited as security in the Post Office  
 Savings Bank or a sufficient portion thereof or the interest thereon and to apply  
 the proceeds thereof in and towards the indemnity as aforesaid of the said Secre-  
 tary of State his successors or assigns or the Government of India as the case may  
 require but nevertheless the interest of the said Government Promissory Notes  
 or of the said sums of money deposited as security in the Post Office Savings  
 Bank may in the meantime be paid over as the same shall be realised by the  
 said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the  
 said (A) \_\_\_\_\_: Provided also  
 and it is hereby agreed and declared by and between the said (A) \_\_\_\_\_  
 \_\_\_\_\_ and the said Secretary of  
 State that on the death of the said (A) \_\_\_\_\_  
 \_\_\_\_\_ or on the vacation by the said (A) \_\_\_\_\_  
 \_\_\_\_\_ of his appointment in the Post Office  
 the abovementioned Government Promissory Notes or the said sums of money  
 deposited as security in the Post Office Savings Bank shall not be at once re-  
 turned to his heirs executors administrators and representatives or to the  
 said (A) \_\_\_\_\_ as the  
 case may be but shall be and remain with the said Head of the \_\_\_\_\_  
 \_\_\_\_\_ Postal Circle for the term of six months after the  
 date of such death or such vacation as the case may be as security  
 against any loss or damage that may have then been or may thereafter be  
 incurred by the said Secretary of State and in respect of which the said (A) \_\_\_\_\_  
 \_\_\_\_\_ and his heirs executors administrators and  
 representatives after his death are or shall be liable to indemnify the  
 Secretary of State his successors and assigns as aforesaid under these  
 presents or otherwise and on the expiration of the said period of six  
 months the said Government Promissory Notes and the said sums of money  
 deposited as security in the Post Office Savings Bank shall only be returned  
 to the said (A) \_\_\_\_\_  
 or in the event of his death to his heirs executors administrators and representa-  
 tives on his or their furnishing a stamped receipt in full of all demands: Pro-  
 vided lastly that the return at any time of the said Government Promissory  
 Notes or the said sums of money deposited as security in the Post Office  
 Savings Bank shall not be deemed to affect the right of the said Secretary of  
 State to take proceedings upon the said bond against the said (A) \_\_\_\_\_  
 \_\_\_\_\_ in case any breach of the conditions of the said bond

shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank.

Signed, sealed and delivered  
by the above-named (A)\_\_\_\_\_

Signature.

Seal.



In the presence of (two) { \_\_\_\_\_  
witnesses to sign here). { \_\_\_\_\_

Appx. No. 12.  
Form 5.

SECURITY BOND.

*When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Postmen and Village Postmen.]

KNOW all men by these presents that I (A) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_  
am held and firmly bound unto the Secretary of State for India in Council in  
the sum of Rupees \_\_\_\_\_  
\_\_\_\_\_ to be paid to the said Secretary of State his successors or assigns or  
his or their certain attorney or attorneys for which payment well and truly to be  
made I bind myself my heirs executors administrators and representatives  
firmly by these presents sealed with my seal dated this \_\_\_\_\_  
day of \_\_\_\_\_ 19\_\_\_\_ And I do hereby for

myself my heirs executors administrators and representatives covenant with the  
said Secretary of State his successors and assigns that if any suit shall be brought  
touching the subject-matter of this obligation or the condition hereunder written in  
any Court subject to the High Court of Judicature at Calcutta or the High Court  
of Judicature at Bombay or the High Court of Judicature at Madras or the High  
Court of Judicature at Allahabad the same shall and may at the instance of the

INSTRUCTIONS.  
When this  
form of bond  
is executed  
in a Postal  
Circle or part  
of a Postal  
Circle which  
is not situ-  
ated within  
the jurisdic-

tion of one or other of the High Courts of Judicature at Calcutta, Bombay, Madras or Allahabad, the *italicised* sentence "And I do hereby for myself \* \* \* Extraordinary Original Jurisdiction of such High Court" should be scored out.

#### INSTRUCTIONS.

(1) When the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the Postal Circle the sum of R— " should be scored out.  
(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the Postal Circle Government securities to the extent of R— and has" should be scored out.

said Secretary of State be removed into tried and determined by the High Court to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court WHEREAS the above bounden (A)\_\_\_\_\_

was on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
appointed a <sup>Postman</sup><sub>Village Postman</sub> in the \_\_\_\_\_  
Postal Circle and is at present employed at \_\_\_\_\_

AND WHEREAS the said (A)\_\_\_\_\_ is liable at any time to be employed at some other place in the said Postal Circle or to be transferred to some other appointment in the Post Office in the same or some other Province of British India AND WHEREAS the said (A)\_\_\_\_\_

is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to deliver at their proper addresses with all possible despatch all letters postcards packets documents and parcels which may from time to time be entrusted to him for distribution to recover postage that may lawfully be due and to pay amounts of money orders in cash or by cheque and truly to account for all moneys that shall come or ought to come to his hands as such <sup>Postman</sup><sub>Village Postman</sub> or as a servant of the Post Office AND WHEREAS the said (A)\_\_\_\_\_

has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Post Office until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired AND WHEREAS the said (A)\_\_\_\_\_

in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R\_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of \_\_\_\_\_ Postal Circle the sum of R\_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than \*one-sixth part of his pay the further sum of R\_\_\_\_\_

in all for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A)\_\_\_\_\_ AND WHEREAS the said (A)\_\_\_\_\_ has entered into the above bond in the penal sum of R\_\_\_\_\_ conditioned for the due performance by him the said (A)\_\_\_\_\_

of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A)\_\_\_\_\_

NOW the condition of the above-written bond is such that if the said (A) \_\_\_\_\_ (3) When the whole amount is deposited at once the words "and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than one-sixth part of his pay the further sum of R \_\_\_\_\_," should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions.

\_\_\_\_\_ has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the beforementioned three months' notice in writing and shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A) \_\_\_\_\_ has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A) \_\_\_\_\_ should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions.

\_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A) \_\_\_\_\_ (1) The words scored out should be initialed against the first and last words by the officer executing the bond and the two witnesses.

\_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby declared and agreed by the said (A) \_\_\_\_\_ with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ should be scored out.

\_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle by or on behalf of the said (A) \_\_\_\_\_ should be initialed against the first and last words by the officer executing the bond and the two witnesses.

\_\_\_\_\_ shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_

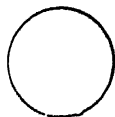
\_\_\_\_\_ : Provided also and it is hereby agreed and declared by and between the said (A) \_\_\_\_\_ and the said Secretary of State that on the death of the said (A) \_\_\_\_\_ or on the vacation by the said (A) \_\_\_\_\_

\_\_\_\_\_ of his appointment in the Post Office the abovementioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to his heirs executors administrators and representatives or to the said (A) \_\_\_\_\_ as the case may be but shall be and remain with the said Head of the Postal Circle for the term of six months after the date of such death or such vacation as the case may be as security against any loss or damage that may have then been or may thereafter be incurred by the said Secretary of State and in respect of which the said (A) \_\_\_\_\_ and his heirs executors administrators and representatives after his death are or shall be liable to indemnify the Secretary of State his successors and assigns as aforesaid under these presents or otherwise and on the expiration of the said period of six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives on his or their furnishing a stamped receipt in full of all demands: Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A) \_\_\_\_\_ in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank.

Signed, sealed and delivered by the  
above-named (A) \_\_\_\_\_

*Signature.*

*Seal.*



In the presence of (*two*  
*witnesses to sign here*).

{ \_\_\_\_\_  
\_\_\_\_\_

Appx. No. 12.  
Form 6.

### SECURITY BOND.

*When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Extra-Departmental Agents.]

KNOW all men by these presents that I (A) \_\_\_\_\_

\_\_\_\_\_ son of \_\_\_\_\_  
 \_\_\_\_\_ of Village \_\_\_\_\_  
 \_\_\_\_\_ Police Station \_\_\_\_\_  
 \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_

\_\_\_\_\_ am held and firmly bound unto the Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_ to be paid

to the said Secretary of State his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made I bind myself my heirs executors administrators and representatives firmly by these presents sealed with my seal dated this \_\_\_\_\_ day of \_\_\_\_\_

19— *And I do hereby for myself my heirs executors administrators and representatives covenant with the said Secretary of State his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Calcutta or the High Court of Judicature at Bombay or the High Court of Judicature at Madras or the High Court of Judicature at Allahabad the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the High Court to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court* WHEREAS the above bounden (A) \_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 19— appointed to and now holds the office of \_\_\_\_\_ at \_\_\_\_\_ in the \_\_\_\_\_

Postal Circle AND WHEREAS by virtue of his employment in the Post Office the said (A) \_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters postcards packets parcels money orders British Postal Orders Savings Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Post Office AND WHEREAS the said (A) \_\_\_\_\_ has

agreed and is bound to attend at the post office of \_\_\_\_\_ for the purpose of discharging his duties at such times as his superior officers may appoint AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_

\_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_

\_\_\_\_\_ for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of his AND WHEREAS the said (A) \_\_\_\_\_ has entered into the above bond in the penal sum of R \_\_\_\_\_

## INSTRUCTIONS.

When this form of bond is executed in a Postal Circle or part of a Postal Circle which is not situated within the jurisdiction of one or other of the High Courts of Judicature at Calcutta, Bombay, Madras or Allahabad, the italicised sentence

"And I do hereby for myself \* \* \* Extraordinary Original Jurisdiction of such High Court" should be scored out.

## INSTRUCTIONS.

(1) When the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the Postal Circle Government securities to the extent of Rs. \_\_\_\_\_ and has" should be scored out.

(3) The words scored out should be initialed against the first and last words by the officer executing the bond and the two witnesses.

\_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_ or any agent servant or nominee of his of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_ or any agent servant or nominee of his

NOW the condition of the above-written bond is such that if the said (A) \_\_\_\_\_ has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission and shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A) \_\_\_\_\_ has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A) \_\_\_\_\_ or any agent servant or nominee of his in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A) \_\_\_\_\_ or any agent servant or nominee of his then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby agreed and declared by the said (A) \_\_\_\_\_ with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle by or on behalf of the said (A) \_\_\_\_\_ shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_ or any agent servant or nominee of his with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid to the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or of the said sums of money deposited as security in the

Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_

\_\_\_\_\_ : Provided also and it is hereby agreed and declared by the said (A) \_\_\_\_\_ and the said

Secretary of State that on the death of the said (A) \_\_\_\_\_ or on the vacation by the said (A) \_\_\_\_\_

of his appointment in the Post Office the abovementioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to his heirs executors administrators and representatives or to the said (A) \_\_\_\_\_

as the case may be but shall be and remain with the said Head of the \_\_\_\_\_

\_\_\_\_\_ Postal Circle for the term of six months after the date of such death or such vacation as the case may be as security against any loss or damage that may have then been or may thereafter be incurred by the said Secretary of State and in respect of which the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of his and his heirs executors administrators and representatives after his death are or shall be liable to indemnify the Secretary of State his successors and assigns as aforesaid under these presents or otherwise and on the expiration of the said period of six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_

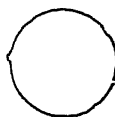
\_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives on his or their furnishing a stamped receipt in full of all demands : Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A) \_\_\_\_\_ in case any breach

of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank.

Signed, sealed and delivered by the  
above-named (A) \_\_\_\_\_

Seal.

*Signature.*



In the presence of (two  
witnesses to sign here).

{ \_\_\_\_\_  
\_\_\_\_\_



Appx. No. 12.  
Form 6a.

## SECURITY BOND.

*When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed jointly by a person depositing security in Government Promissory Notes or opening a security deposit account in the Post Office Savings Bank on behalf of a Deputy or Assistant Postmaster, Sub- or Branch Postmaster, Clerk in a post office, Record Clerk, Accountant, or Sorter of the Railway Mail Service, probationer (paid or unpaid) or a candidate as well as by the postal official or candidate himself.]

A=Person giving security on behalf of postal servant.  
B=Postal servant on whose behalf security is given.

KNOW all men by these presents that we (A) \_\_\_\_\_ son of \_\_\_\_\_ of Village \_\_\_\_\_ Police Station \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ and (B) \_\_\_\_\_ son of \_\_\_\_\_ of Village \_\_\_\_\_ Police Station \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_

\_\_\_\_\_ are held and firmly bound unto the Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_

\_\_\_\_\_ to be paid to the said Secretary of State his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we bind ourselves our heirs executors administrators and representatives firmly by these presents sealed with our seals dated this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

*And we do hereby for ourselves our heirs executors administrators and representatives covenant with the said Secretary of State his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Calcutta or the High Court of Judicature at Bombay or the High Court of Judicature at Madras or the High Court of Judicature at Allahabad the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the High Court to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court*

WHEREAS (B) \_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ appointed to and now holds the office of \_\_\_\_\_ at \_\_\_\_\_ in the \_\_\_\_\_

\_\_\_\_\_ Postal Circle AND WHEREAS the said (B) \_\_\_\_\_ is liable at any time to be transferred

to some other appointment in the Post Office in the same or some other Province of British India AND WHEREAS by virtue of his employment in the Post Office the said (B) \_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters postcards packets parcels money orders British Postal Orders Savings Bank deposits postage

INSTRUCTIONS.  
When this form of bond is executed in a Postal Circle or part of a Postal Circle which is not situated within the jurisdiction of one or other of the High Courts of Judicature at Calcutta, Bombay, Madras or Allahabad, the italicised sentence "And we do hereby for ourselves \* \* \* \* Extraordinary Original Jurisdiction of such High Court" should be scored out.

stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Post Office AND WHEREAS the said (B) \_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Post Office until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired AND WHEREAS the said (A) \_\_\_\_\_ in consideration of the appointment of the said (B) \_\_\_\_\_ has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than \_\_\_\_\_ the further sum of R \_\_\_\_\_ in all for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (B) \_\_\_\_\_ AND WHEREAS the said (A) \_\_\_\_\_ and the said (B) \_\_\_\_\_ have entered into the above bond in the penal sum of R \_\_\_\_\_ conditioned for the due performance by the said (B) \_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (B) \_\_\_\_\_ NOW the condition of the above-written bond is such that if the said (B) \_\_\_\_\_ has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the beforementioned three months' notice in writing and if the said (A) \_\_\_\_\_ or the said (B) \_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (B) \_\_\_\_\_ has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (B) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insol.

## INSTRUCTIONS.

- (1) When the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_" should be scored out.
- (2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has" should be scored out.
- (3) When the whole amount is deposited at once the words "and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than R \_\_\_\_\_ the further sum of R \_\_\_\_\_" should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions.

(4) The words  
 secured out  
 should be  
 initialed  
 against the  
 first and last  
 words by the  
 officer  
 executing the  
 bond and the  
 two witnesses.

\_\_\_\_\_ vency of the said (B) \_\_\_\_\_  
 then this obligation to be void and of no effect otherwise the same shall be and  
 remain in full force and virtue: Provided always and it is hereby declared  
 and agreed by the said (A) \_\_\_\_\_  
 with the said Secretary of State that all Government Promissory Notes delivered  
 to and endorsed over to the Head of the \_\_\_\_\_  
 \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_  
 \_\_\_\_\_ and all sums of money de-  
 posited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_  
 \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_  
 \_\_\_\_\_ shall be and re-  
 main with the said Head of the \_\_\_\_\_ Postal  
 Circle for the time being as security to the said Secretary of State his successors  
 and assigns for the purpose of securing and indemnifying the said Secretary  
 of State his successors and assigns and the Government of India against all  
 loss which he or they or the Government of India may or can in any way  
 suffer by reason of the acts or defaults of the said (B) \_\_\_\_\_  
 \_\_\_\_\_ with full power to the said Secretary  
 of State his successors or assigns or his or their officers or servants duly author-  
 ised in that behalf from time to time as occasion shall require to realise sell  
 confiscate and dispose of the said Government Promissory Notes or the said  
 sums of money deposited as security in the Post Office Savings Bank or a  
 sufficient portion thereof or the interest thereon and to apply the proceeds  
 thereof in and towards the indemnity as aforesaid of the said Secretary of  
 State his successors or assigns or the Government of India as the case may re-  
 quire but nevertheless the interest of the said Government Promissory Notes  
 or of the said sums of money deposited as security in the Post Office Savings  
 Bank may in the meantime be paid over as the same shall be realised by the  
 said Head of the \_\_\_\_\_ Postal Circle if he shall  
 think fit to the said (A) \_\_\_\_\_: Provided also  
 and it is hereby agreed and declared by and between the said (A) \_\_\_\_\_  
 \_\_\_\_\_ and the said Secretary of State that  
 on the death of the said (A) \_\_\_\_\_ or  
 on the vacation by the said (B) \_\_\_\_\_  
 \_\_\_\_\_ of his appointment in the Post Office the abovementioned Govern-  
 ment Promissory Notes or the said sums of money deposited as security in  
 the Post Office Savings Bank shall not be at once returned to the said (A) \_\_\_\_\_  
 \_\_\_\_\_ or in the event of his death to his heirs executors administrators  
 and representatives as the case may be but shall be and remain with the said  
 Head of the \_\_\_\_\_ Postal Circle for the  
 term of six months after the date of such death or such vacation as the case  
 may be as security against any loss or damage that may have then been or may  
 thereafter be incurred by the said Secretary of State and in respect of which  
 the said (B) \_\_\_\_\_ and his heirs executors administrators  
 and representatives after his death are or shall be liable to indemnify the  
 Secretary of State his successors and assigns as aforesaid under these presents  
 or otherwise and on the expiration of the said period of six months  
 the said Government Promissory Notes and the said sums of money  
 deposited as security in the Post Office Savings Bank shall only be returned

to the said (A) \_\_\_\_\_  
 or in the event of his death to his heirs executors administrators and representa-  
 tives on his or their furnishing a stamped receipt in full of all demands: Pro-  
 vided lastly that the return at any time of the said Government Promissory  
 Notes or the said sums of money deposited as security in the Post Office Sav-  
 ings Bank shall not be deemed to affect the right of the said Secretary of State  
 to take proceedings upon the said bond against the said (A) \_\_\_\_\_

\_\_\_\_\_ and (B) \_\_\_\_\_  
 \_\_\_\_\_ or either of them in case any breach of the conditions  
 of the said bond shall be discovered after the return of the said Government  
 Promissory Notes or the said sums of money deposited as security in the Post  
 Office Savings Bank.

Signed, sealed and delivered  
 by the above-named (A) \_\_\_\_\_

Signature.

Seal.

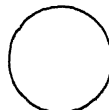


In the presence of (two  
 witnesses to sign here).

\_\_\_\_\_  
 \_\_\_\_\_

Signed, sealed and delivered  
 by the above-named (B) \_\_\_\_\_

Seal.



In the presence of (two  
 witnesses to sign here).

\_\_\_\_\_  
 \_\_\_\_\_

Appx. No. 12.  
 Form 66.

## SECURITY BOND.

*When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed jointly by a person depositing security in Government Pro-  
 missory Notes or opening a security deposit account in the Post Office  
 Savings Bank on behalf of a Postman or Village Postman as well as by the  
 Postman or Village Postman himself.]

KNOW all men by these presents that we (A) \_\_\_\_\_ A = Person  
 son of \_\_\_\_\_ giving secur-  
 ty on behalf

of postal  
servant.  
B = Postal  
servant on  
whose behalf  
security is  
given.

of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_  
and (B) \_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_

are held and firmly bound unto the Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_

INSTRUCTIONS.  
When this  
form of bond  
is executed in  
a Postal Circle  
or part of  
a Postal Circle  
which is  
not situated  
within the  
jurisdiction  
of one or  
other of the  
High Courts  
of Judicature  
at Calcutta,  
Bombay,  
Madras or  
Allahabad,  
the italicised  
sentence

to be paid to the said Secretary of State his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we bind ourselves our heirs executors administrators and representatives firmly by these presents sealed with our seals dated this \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ And we do hereby for ourselves our heirs executors administrators and representatives covenant with the said Secretary of State his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Calcutta or the High Court of Judicature at Bombay or the High Court of Judicature at Madras or the High Court of Judicature at Allahabad the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the High Court to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court WHEREAS (B) \_\_\_\_\_ was on the \_\_\_\_\_

“And we do  
hereby for  
ourselves  
\* \* \*

\_\_\_\_\_ day of \_\_\_\_\_  
19\_\_\_\_ appointed a Postman  
Village Postman in the \_\_\_\_\_ Postal Circle and is at present employed at \_\_\_\_\_ AND WHEREAS the said (B) \_\_\_\_\_

Extraordinary Original  
Jurisdiction  
of such High  
Court” should  
be scored out.

\_\_\_\_\_ is liable at any time to be employed at some other place in the said Postal Circle or to be transferred to some other appointment in the Post Office in the same or some other Province of British India AND WHEREAS the said (B) \_\_\_\_\_

is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to deliver at their proper addresses with all possible despatch all letters postcards packets documents and parcels which may from time to time be entrusted to him for distribution to recover postage that may lawfully be due and to pay amounts of money orders in cash or by cheque and truly to account for all moneys that shall come or ought to come to his hands as such \_\_\_\_\_ or as servant of the Post Office AND WHEREAS the

INSTRUCTIONS.

Postman  
Village Postman

(1) When the  
first deposit  
is wholly in  
Government  
securities,  
the words  
“and has deposited as  
security in  
the Post  
Office Savings  
Bank with  
the Head  
of the  
Postal Circle  
the sum of

said (B) \_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Post Office until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ in consideration of the appointment of the said (B) \_\_\_\_\_ has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head

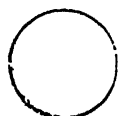
of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_ R \_\_\_\_\_  
 \_\_\_\_\_ and has agreed to deposit as \_\_\_\_\_ should be  
 security in the Post Office Savings Bank by monthly instalments of not less (2) When the  
 than R \_\_\_\_\_ the further sum of R \_\_\_\_\_ first deposit  
 \_\_\_\_\_ in all for the purpose of securing and indemnifying the is wholly in  
 said Secretary of State his successors and assigns and the Government of India cash, the  
 against all loss which he or they or the Government of India may or can in any words "deli-  
 way suffer by reason of the acts or defaults of the said (B) \_\_\_\_\_ vered to and  
 AND WHEREAS the said (A) \_\_\_\_\_ endorsed over  
 \_\_\_\_\_ and the said (B) \_\_\_\_\_ to the Head  
 \_\_\_\_\_ have entered into the above bond in the penal sum of R \_\_\_\_\_ of the \_\_\_\_\_  
 \_\_\_\_\_ conditioned for the due performance by the said (B) \_\_\_\_\_ Postal Circle  
 \_\_\_\_\_ of the duties of his said office Government  
 and of all other the duties which may lawfully be required of him and of his securities to  
 agreements as aforesaid and the indemnity of the said Secretary of State and the extent  
 his servants against loss by reason of the acts or defaults of the said (B) \_\_\_\_\_ of R \_\_\_\_\_  
 \_\_\_\_\_ NOW the condition of the above-written bond is such that if the and has "  
 said (B) \_\_\_\_\_ has whilst he has should be  
 been in the employment of Government in the Post Office duly performed and scored out.  
 fulfilled all and every his duties aforesaid and shall whilst he shall be in such (3) When the  
 employment as aforesaid always duly perform and fulfil all and every his whole amount  
 duties aforesaid and shall not leave the said service without permission or is deposited  
 without giving the beforementioned three months' notice in writing and at once, the  
 if the said (A) \_\_\_\_\_ or the said (B) \_\_\_\_\_ words "and  
 \_\_\_\_\_ shall indemnify the said Secretary of State his has agreed to  
 successors and assigns and the Government of India from all loss which deposit as  
 during the time that the said (B) \_\_\_\_\_ security in  
 employment as aforesaid has been sustained or which shall at any time or the Post  
 times hereafter be sustained by the said Secretary of State his successors and Office  
 assigns or the Government of India owing to the dishonesty neglect default Savings Bank  
 disobedience [of which matters any conviction or judgment against the said by monthly  
 (B) \_\_\_\_\_ in proceedings against him in respect of the same shall instalments  
 be conclusive proof but not the only means of proof] or insolvency of the said of not less  
 (B) \_\_\_\_\_ then this obligation than R— the  
 to be void and of no effect otherwise the same shall be and remain in full force further sum  
 and virtue : Provided always and it is hereby declared and agreed by the said of R \_\_\_\_\_  
 (A) \_\_\_\_\_ with the said Secretary of State that should be  
 all Government Promissory Notes delivered to and endorsed over to the Head (4) The words  
 of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ scored out  
 \_\_\_\_\_ and all sums of money deposited as security in the Post words by the  
 Office Savings Bank with the Head of the \_\_\_\_\_ officer  
 \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ ex: cuting the  
 \_\_\_\_\_ shall be and remain with the said Head of the bond and the  
 \_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of witnesses.  
 State his successors and assigns for the purpose of securing and indemnifying  
 the said Secretary of State his successors and assigns and the Government of  
 India against all loss which he or they or the Government of India may or can  
 in any way suffer by reason of the acts or defaults of the said (B) \_\_\_\_\_  
 with full power to the said Secretary of State his successors or assigns or his or

their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_: Provided also and it is hereby agreed and declared by and between the said (A) \_\_\_\_\_ and the said Secretary of State that on the death of the said (A) \_\_\_\_\_ or on the vacation by the said (B) \_\_\_\_\_ of his appointment in the Post Office the abovementioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives but shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the term of six months after the date of such death or such vacation as the case may be as security against any loss or damage that may have then been or may thereafter be incurred by the said Secretary of State and in respect of which the said (B) \_\_\_\_\_ and his heirs executors administrators and representatives after his death are or shall be liable to indemnify the Secretary of State his successors and assigns as aforesaid under these presents or otherwise and on the expiration of the said period of six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors and administrators and representatives on his or their furnishing a stamped receipt in full of all demands: Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_ or either of them in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank.

Signed, sealed and delivered  
by the above-named (A) \_\_\_\_\_

*Signature.*

Seal.



In the presence of (two  
witnesses to sign here).

Signed, sealed and delivered  
by the above-named (B) \_\_\_\_\_

Seal



In the presence of (two  
witnesses to sign here).

Appx. No. 12.  
Form 6c.

### SECURITY BOND.

*When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed jointly by a person depositing security in Government Promissory Notes or opening a security deposit account in the Post Office Savings Bank on behalf of a Postal servant, such as an Overseer, mail peon, letter-box peon, coachman, or bullock train guard, who is required to convey or escort cash as well as by the Postal servant himself.]

KNOW all men by these presents that we (A) \_\_\_\_\_

son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_  
and (B) \_\_\_\_\_ son of \_\_\_\_\_  
Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Office \_\_\_\_\_ District \_\_\_\_\_

A = Person  
giving  
security on  
behalf of  
postal  
servant.  
B = Postal  
servant on  
whose behalf  
security is  
given.

held and firmly bound unto the Secretary of State for India in Council in the  
sum of Rupees \_\_\_\_\_

to be paid to the said Secretary of State his successors or assigns or his or  
their certain attorney or attorneys for which payment well and truly to be made we bind ourselves our heirs executors administrators  
and representatives firmly by these presents sealed with our seals dated  
this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ And we do hereby for

INSTRUCTIONS.  
When this  
form of bond  
is executed  
in a Postal  
Circle or part  
of a Postal  
Circle which  
is not situ-  
ated within  
the jurisdic-  
tion of one or  
other of the

ourselves our heirs executors administrators and representatives covenant with  
the said Secretary of State his successors and assigns that if any suit shall be  
brought touching the subject-matter of this obligation or the condition hereunder  
written in any Court subject to the High Court of Judicature at Calcutta or the  
High Court of Judicature at Bombay or the High Court of Judicature at Madras  
or the High Court of Judicature at Allahabad the same shall and may at the in-



High Courts of Judicature at Calcutta, Bombay, Madras or Allahabad, the italicised sentence "And we do hereby for ourselves \* \* \* \*

Extraordinary Original Jurisdiction of such High Court" should be scored out.

#### INSTRUCTIONS.

(1) When the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_" should be scored out.  
(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has" should be scored out.

stance of the said Secretary of State be removed into tried and determined by the High Court to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court

WHEREAS (B) \_\_\_\_\_

\_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ appointed to and now holds the office of \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_ in the \_\_\_\_\_ Postal Circle AND WHEREAS the said (B) \_\_\_\_\_

\_\_\_\_\_ is liable at any time to be employed

at some other place in the said Postal Circle or to be transferred to some other appointment in the Post Office in the same or some other Province of British India AND WHEREAS the said (B) \_\_\_\_\_ is required to

perform public duties in which the public are interested and the duties of the said (B) \_\_\_\_\_ include the conveyance of cash between the different

offices in his jurisdiction and truly to account for all moneys that shall come or ought to come to his hands as a servant of the Post Office AND WHEREAS the said (B) \_\_\_\_\_ has agreed

and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Post Office until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired AND WHEREAS the said (A) \_\_\_\_\_ in consideration of the appointment of the said (B) \_\_\_\_\_

\_\_\_\_\_ has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_

\_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_

\_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than R \_\_\_\_\_ the further sum of R \_\_\_\_\_

\_\_\_\_\_ in all for the

purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (B) \_\_\_\_\_ AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ and the said (B) \_\_\_\_\_

\_\_\_\_\_ have entered into the above bond in the penal sum of R \_\_\_\_\_

conditioned for the due performance by the said (B) \_\_\_\_\_

\_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (B) \_\_\_\_\_

NOW the condition of the above-written bond is such that if the said (B) \_\_\_\_\_

\_\_\_\_\_ has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and

every his duties aforesaid and shall not leave the said service without per- (3) When the mission or without giving the beforementioned three months' notice in whole amount is deposited writing and if the said (A) \_\_\_\_\_ at once, the \_\_\_\_\_ or the said (B) \_\_\_\_\_ words "and \_\_\_\_\_ shall indemnify the said Secretary of State his successors and has agreed to assigns and the Government of India from all loss which during the time that deposit as the said (A) \_\_\_\_\_ security in the Post Office Savings Bank by employment as aforesaid has been sustained or which shall at any time or monthly instalments times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect of not less than Rs \_\_\_\_\_, default disobedience [of which matters any conviction or judgment against the the further sum of \_\_\_\_\_, said (B) \_\_\_\_\_ in proceedings against him \_\_\_\_\_] in respect of the same shall be conclusive proof but not the only means of proof] should be or insolvency of the said (B) \_\_\_\_\_ scored out then this obligation to be void and of no effect otherwise in addition to any the same shall be and remain in full force and virtue: Provided always and it alteration is hereby declared and agreed by the said (A) \_\_\_\_\_ that may have to be made in accordance with the preceding instructions.

\_\_\_\_\_ with the said Secretary of State that all Govern- (4) The words scored out should be initialed against the first and last words by the officer executing the bond and the two witnesses.

ment Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (B) \_\_\_\_\_ with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or of the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_: Provided also and it is hereby agreed and declared by and between the said (A) \_\_\_\_\_ and the said Secretary of State that on the vacation by the said (B) \_\_\_\_\_ of his appointment in the Post Office the abovementioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives but

shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the term of six months after the date of such death or such vacation as the case may be as security against any loss or damage that may have then been or may thereafter be incurred by the said Secretary of State and in respect of which the said (B) \_\_\_\_\_

\_\_\_\_\_ and his heirs executors administrators and representatives after his death are or shall be liable to indemnify the Secretary of State his successors and assigns as aforesaid under these presents or otherwise and on the expiration of the said period of six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_

or in the event of his death to his heirs executors administrators and representatives on his or their furnishing a stamped receipt in full of all demands: Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A) \_\_\_\_\_

\_\_\_\_\_ and (B) \_\_\_\_\_ or either of them in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank.

Signed, sealed and delivered  
by the above-named (A) \_\_\_\_\_

*Signature.*

Seal.

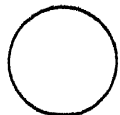


In the presence of (two {  
*witnesses to sign here*).

\_\_\_\_\_  
\_\_\_\_\_

Signed, sealed and delivered  
by the above-named (B) \_\_\_\_\_

Seal.



In the presence of (two {  
*witnesses to sign here*).

\_\_\_\_\_  
\_\_\_\_\_

Appx. No. 12.  
Form 6d.

## SECURITY BOND.

*When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Postage Stamp Vendors.]

KNOW all men by these presents that I (A) \_\_\_\_\_

son of \_\_\_\_\_

of Village \_\_\_\_\_

Police Station \_\_\_\_\_

Post Office \_\_\_\_\_

District \_\_\_\_\_

am held and

firmly bound unto the Secretary of State for India in Council in the sum of \_\_\_\_\_ Rupees \_\_\_\_\_

to be paid to the said Secretary of State his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made I bind myself my heirs executors administrators and representatives firmly by these presents sealed with my seal dated this \_\_\_\_\_ day of \_\_\_\_\_

19 \_\_\_\_\_ And I do hereby for myself my heirs executors administrators and representatives covenant with the said Secretary of State his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Calcutta or the High Court of Judicature at Bombay or the High Court of Judicature at Madras or the High Court of Judicature at Allahabad the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the High Court to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court WHEREAS the above bounden (A) \_\_\_\_\_

was on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

appointed to and now holds the office of Postage Stamp Vendor at \_\_\_\_\_ in the \_\_\_\_\_ Postal Circle AND

WHEREAS by virtue of his employment in the Post Office the said (A) \_\_\_\_\_

is required to perform public duties in which the public are interested and has or is liable to have in his custody postage stamps and articles of postal stationery in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Post Office AND WHEREAS the said (A) \_\_\_\_\_ has

agreed and is bound to attend at the post office of \_\_\_\_\_ for the purpose of discharging his duties at such times as

his superior officers may appoint AND WHEREAS the said (A) \_\_\_\_\_

in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of Rs \_\_\_\_\_

and has deposited as security in the Post Office Savings

Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of Rs \_\_\_\_\_

for the purpose of securing and indemnifying

the said Secretary of State his successors and assigns and the Government of

INSTRUCTIONS.

When this form of

bond is executed in a

Postal Circle or part of a

Postal Circle which is not

situated within the

jurisdiction of one or

other of the High Courts

of Judicature at Calcutta,

Bombay, Madras or

Allahabad, the *italicised*

sentence

"And I do hereby for myself

\* \* \*

Extraordinary Original

Jurisdiction of such

High Court" should be

scored out.

INSTRUCTIONS.

(1) When the first deposit

is wholly in Government

securities, the words

"and has deposited as

security in the Post

Office Savings Bank with the

Head of the \_\_\_\_\_ Postal

Circle the sum of Rs \_\_\_\_\_

should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has " should be scored out.

(3) The words scored out should be initialed against the first and last words by the officer executing the bond and the two witnesses.

India against all loss which he or they or the Government of India may suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of his AND WHEREAS

the said (A) \_\_\_\_\_

has entered into the above bond in the penal sum of R \_\_\_\_\_

\_\_\_\_\_ conditioned for the due performance

by him the said (A) \_\_\_\_\_

or any agent servant or nominee of his of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of his NOW the condition of the above-written bond is such that if the said (A) \_\_\_\_\_

\_\_\_\_\_ has whilst he has been in the employment of Government in the Post Office always duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission and shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A) \_\_\_\_\_

\_\_\_\_\_ has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default omission disobedience [of which matters any conviction or judgment against the said (A) \_\_\_\_\_

or any agent servant or nominee of his in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of his then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby agreed and declared by the said (A) \_\_\_\_\_

\_\_\_\_\_ with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the head of the \_\_\_\_\_

\_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_

and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle by or on behalf of the said (A) \_\_\_\_\_

\_\_\_\_\_ shall be and remain with the said Head of the \_\_\_\_\_

\_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of his with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and

to apply the proceeds thereof in and towards the indemnity as aforesaid to the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or of the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_

\_\_\_\_\_ : Provided also and it is hereby agreed and declared by the said (A) \_\_\_\_\_ and the said

Secretary of State that on the death of the said (A) \_\_\_\_\_

\_\_\_\_\_ or on the vacation by the said (A) \_\_\_\_\_

\_\_\_\_\_ of his appointment in the Post Office the abovementioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to his heirs executors administrators and representatives or to the said (A) \_\_\_\_\_

\_\_\_\_\_ as the case may be but shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the

term of six months after the date of such death or such vacation as the case may be as security against any loss or damage that may have then been or may thereafter be incurred by the said Secretary of State and in respect of which the said (A) \_\_\_\_\_ and his

heirs executors administrators and representatives after his death are or shall be liable to indemnify the Secretary of State his successors and assigns as aforesaid under these presents or otherwise and on the expiration of the said period of six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_ or

in the event of his death to his heirs executors administrators and representatives on his or their furnishing a stamped receipt in full of all demands : Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A) \_\_\_\_\_

\_\_\_\_\_ in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank.

Signed, sealed and delivered by the above-named (A) \_\_\_\_\_

*Signature.*

Seal.



In the presence of (two witnesses to sign here).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appx. No. 12.  
Form 7.

# PERSONAL SECURITY BOND.

*With two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Deputy and Assistant Postmasters, Sub and Branch Postmasters, Clerks in Post Offices, Record Clerks, Accountants and Sorters of the Railway Mail Service, and paid probationers.]

A—Princi-  
pal.  
B } —Sure-  
C } ties.

KNOW all men by these presents that we (A) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_

of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and

(B) \_\_\_\_\_

son of \_\_\_\_\_ of Village \_\_\_\_\_

Police Station \_\_\_\_\_ Post Office \_\_\_\_\_

District \_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ son of \_\_\_\_\_

of Village \_\_\_\_\_ Police Station \_\_\_\_\_

Post Office \_\_\_\_\_ District \_\_\_\_\_

are held and firmly bound unto the Secretary of State for India in Council in  
the sum of Rupees \_\_\_\_\_

\_\_\_\_\_ to be paid to the said

Secretary of State his successors or assigns or his or their certain attorney or

attorneys for which payment well and truly to be made we bind ourselves our

heirs executors administrators and representatives jointly and every two of us

bind ourselves our heirs executors administrators and representatives jointly

and each of us binds himself his heirs executors administrators and representa-

tives severally firmly by these presents sealed with our seals dated this \_\_\_\_\_

day of \_\_\_\_\_ 19\_\_\_\_ And each of us the said (A) \_\_\_\_\_

\_\_\_\_\_ and (B) \_\_\_\_\_

\_\_\_\_\_ and (C) \_\_\_\_\_

doth hereby for himself his heirs executors

administrators and representatives covenant with the said Secretary of State

his successors and assigns that if any suit shall be brought touching the subject-

matter of this obligation or the condition hereunder written in any Court subject

to the High Court of Judicature at Calcutta or the High Court of Judicature at

Bombay or the High Court of Judicature at Madras or the High Court of

Judicature at Allahabad the same shall and may at the instance of the said Secre-

tary of State be removed into tried and determined by the High Court to which such

Court on which such suit shall be brought shall be so subject in the Extraordinary

Original Jurisdiction of such High Court WHEREAS the above bounden (A),

\_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_

19\_\_\_\_ appointed to and now holds the office of \_\_\_\_\_

\_\_\_\_\_ at \_\_\_\_\_ in the \_\_\_\_\_

Postal Circle AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ is liable at any time to be transferred to some other

appointment in the Post Office in the same or some other Province of British

INSTRUCTIONS.  
When this  
form of bond  
is executed  
in a Postal  
Circle or part  
of a Postal  
Circle which  
is not situat-  
ed within the  
jurisdiction  
of one or  
other of the  
High Courts  
of Judicature  
at Calcutta,  
Bombay,  
Madras or  
Allahabad,  
the italicised  
sentence  
"And each of  
us the said  
(A) \_\_\_\_\_  
and (B) \_\_\_\_\_  
and (C) \_\_\_\_\_"  
\* \* \*

Extraordi-  
nary Original  
Jurisdiction  
of such High  
Court,"  
should be  
scored out.

India AND WHEREAS by virtue of his employment in the Post Office the said (A)——— is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters postcards packets parcels money orders British Postal Orders Savings Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Post Office AND WHEREAS the said (A)———

——— has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Post Office until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired AND WHEREAS the said (A)——— and the said

(B)——— and (C)——— as his the said (A)———'s sureties in that behalf have entered into the above bond in the penal sum of R——— conditioned for the due performance

by him the said (A)——— of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A)———

NOW the condition of the above-written bond is such that if the said (A)——— has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the beforementioned three months' notice in writing and if the said (A)——— and (B)———

and (C)——— shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A)———

——— has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A)———

——— in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A)———

then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby agreed and



declared that neither the said (B) \_\_\_\_\_  
 \_\_\_\_\_ nor (C) \_\_\_\_\_  
 \_\_\_\_\_ shall be at liberty to terminate his suretyship except upon  
 giving to the Head of the said Postal Circle for the time being six calendar  
 months' notice in writing of his intention so to do and the liability of both the  
 said (B) \_\_\_\_\_ and  
 (C) \_\_\_\_\_ under this bond  
 in the event of any such notice being given of the surety by whom it shall  
 be given shall be thereby determined in respect only of acts and omissions  
 happening after the expiration of the said period of six months.

Seal.



Signed, sealed and delivered by  
 the above-named (A) \_\_\_\_\_

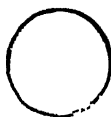
*Signature of Principal.*

in the presence of

\_\_\_\_\_  
 \_\_\_\_\_

} Two witnesses to sign here, who must  
 also each note the name of his father,  
 profession (or occupation) and residence.

Seal.



Signed, sealed and delivered by  
 the above-named (B) \_\_\_\_\_

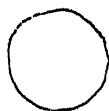
in the presence of

*Signature of first Surety, who must also  
 state his profession (or occupation).*

\_\_\_\_\_  
 \_\_\_\_\_

} Two witnesses to sign here, who must  
 also each note the name of his father  
 profession (or occupation) and residence.

Seal.



Signed, sealed and delivered by  
 the above-named (C) \_\_\_\_\_

in the presence of

*Signature of second Surety, who must also  
 state his profession (or occupation).*

\_\_\_\_\_  
 \_\_\_\_\_

} Two witnesses to sign here, who must  
 also each note the name of his father,  
 profession (or occupation) and residence.

Certified that the bond was signed by the Principal and Sureties in my presence.

*Signature and designation of postal officer who must not be the principal and must hold an appointment in the Post Office above the rank of postman.*

Appx. No. 12.  
Form 8.

# PERSONAL SECURITY BOND.

*With Two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by unpaid probationers.]

KNOW all men by these presents that we (A) \_\_\_\_\_ A=Princi-  
son of \_\_\_\_\_ pal.  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_ B } =Sure-  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and C } ties.  
(B) \_\_\_\_\_

son of \_\_\_\_\_ INSTRU-  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_ TIONS.  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and When this  
(C) \_\_\_\_\_ form of bond  
is executed  
in a Postal  
Circle or part  
of a Postal  
Circle which  
is not situ-  
ated within  
the juris-  
diction of  
one or other  
of the High  
Courts of  
Judicature  
at Calcutta,  
Bombay,  
Madras or  
Allahabad,  
the *italicised*  
sentence  
"And each  
of us the  
said (A) \_\_\_\_\_  
and (B) \_\_\_\_\_  
and (C) \_\_\_\_\_  
doth hereby for himself his heirs execu-  
tors administrators and representatives covenant with the said Secretary of State  
his successors and assigns that if any suit shall be brought touching the subject-  
matter of this obligation or the condition hereunder written in any Court subject  
to the High Court of Judicature at Calcutta or the High Court of Judicature at  
Bombay or the High Court of Judicature at Madras or the High Court of Judi-  
cature at Allahabad the same shall and may at the instance of the said Secretary  
of State be removed into tried and determined by the High Court to which such  
Court on which such suit shall be brought shall be so subject in the Extraordinary  
Original Jurisdiction of such High Court WHEREAS the above bounden

Extraordi-  
nary Original  
Jurisdiction of  
such High  
Court"  
should be  
scored out.

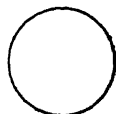
(A) \_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ appointed to and now holds the office of a Postal unpaid probationer at \_\_\_\_\_ in the \_\_\_\_\_ Postal Circle AND WHEREAS the said (A) \_\_\_\_\_ is a candidate for a salaried office in the Post Office and will be liable when appointed to any such office to be at any time transferred to some other appointment in the Post Office in the same or some other Province of British India AND WHEREAS by virtue of his employment in the Post Office the said (A) \_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters post-cards packets parcels money orders British Postal Orders Savings Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Post Office AND WHEREAS the said (A) \_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint AND WHEREAS the said (A) \_\_\_\_\_ and the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_ as his the said (A) \_\_\_\_\_'s sureties in that behalf have entered into the above bond in the penal sum of R \_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_ NOW the condition of the above-written bond is such that if the said (A) \_\_\_\_\_ has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and every his duties aforesaid and shall not leave the service without permission or without giving three months' notice in writing and if the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_ and (C) \_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time the said (A) \_\_\_\_\_ has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect

otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby agreed and declared that neither the said (B)—— nor (C)——

——shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of both the said (B)—— and (C)——

——under this bond in the event of any such notice being given of the surety by whom it shall be given shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of six months.

Seal.



Signed, sealed and delivered by the above-named (A)——

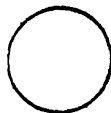
*Signature of Principal.*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

Two witnesses to sign here, who must also each note the name of his father, profession (or occupation) and residence.

Seal.



Signed, sealed and delivered by the above-named (B)——

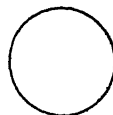
in the presence of

\_\_\_\_\_  
\_\_\_\_\_

*Signature of first Surety, who must also state his profession (or occupation).*

Two witnesses to sign here, who must also each note the name of his father, profession (or occupation) and residence.

Seal.



Signed, sealed and delivered by the above-named (C)——

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

*Signature of second Surety, who must also state his profession (or occupation).*

Two witnesses to sign here, who must also each note the name of his father, profession or occupation) and residence.

Certified that the bond was signed by the Principal and Sureties in my presence.

*Signature and designation of postal officer who must not be the principal and must hold an appointment in the Post Office above the rank of postman.*

Appx. No. 12.  
Form 9.

### PERSONAL SECURITY BOND.

*With Two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by candidates for Acting Postmastership (Sub or Branch) or Clerkships.]

A=Princi-  
pal  
B } =Sure-  
C } ties.

KNOW all men by these presents that we (A) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and  
(B) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and  
(C) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_  
are held and firmly bound unto the Secretary of State for India in Council in  
the sum of Rupees \_\_\_\_\_  
\_\_\_\_\_ to be paid to the said Secretary of State his successors or assigns  
or his or their certain attorney or attorneys for which payment well and truly  
to be made we bind ourselves our heirs executors administrators and representa-  
tives jointly and every two of us bind ourselves our heirs executors adminis-  
trators and representatives jointly and each of us binds himself his heirs exe-  
cutors administrators and representatives severally firmly by these presents  
sealed with our seals dated this \_\_\_\_\_ day of \_\_\_\_\_  
"And each of 19 \_\_\_\_\_ And each of us the said (A) \_\_\_\_\_  
us the said \_\_\_\_\_ and (B) \_\_\_\_\_ and (C) \_\_\_\_\_  
(A) \_\_\_\_\_ and \_\_\_\_\_ doth hereby for himself his heirs exe-  
(B) \_\_\_\_\_ and \_\_\_\_\_ cutors administrators and representatives covenant with the said Secretary of  
(C) \_\_\_\_\_ State his successors and assigns that if any suit shall be brought touching the  
\* \* \* \* \* subject-matter of this obligation or the condition hereunder written in any Court  
Extraordi- subject to the High Court of Judicature at Calcutta or the High Court of Judica-  
nary Original ture at Bombay or the High Court of Judicature at Madras or the High Court  
Jurisdiction of such High of Judicature at Allahabad the same shall and may at the instance of the said  
Court" Secretary of State be removed into tried and determined by the High Court to  
should be which such Court on which such suit shall be brought shall be so subject in the  
scored out. Extraordinary Original Jurisdiction of such High Court WHEREAS the  
said (A) \_\_\_\_\_

\_\_\_\_\_ is a candidate for a salaried office in the Post Office and will be liable when appointed to any such office to be at any time transferred to some other appointment in the Post Office in the same or some other Province of British India AND WHEREAS by virtue of his employment in the Post Office the said (A)\_\_\_\_\_

\_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters postcards packets parcels money orders British Postal Orders Savings Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Post Office AND WHEREAS the said (A)\_\_\_\_\_

\_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint AND WHEREAS the said (A)\_\_\_\_\_

\_\_\_\_\_ and the said (B)\_\_\_\_\_

and (C)\_\_\_\_\_ as his the said (A)\_\_\_\_\_

\_\_\_\_\_’s sureties in that behalf have entered into the above bond in the penal sum of R\_\_\_\_\_

\_\_\_\_\_ conditioned for the due performance by him the said (A)\_\_\_\_\_

\_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A)\_\_\_\_\_

NOW the condition of the above-written bond is such that if the said (A)\_\_\_\_\_

\_\_\_\_\_ has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and every his duties aforesaid and shall not leave the service without permission or without giving three months’ notice in writing and if the said (A)\_\_\_\_\_

\_\_\_\_\_ and (B)\_\_\_\_\_

\_\_\_\_\_ and (C)\_\_\_\_\_

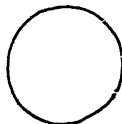
\_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A)\_\_\_\_\_

\_\_\_\_\_ has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A)\_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A)\_\_\_\_\_

then his obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby agreed and declared that neither the said (B)\_\_\_\_\_ nor (C)\_\_\_\_\_

\_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of both the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_ under this bond in the event of any such notice being given of the surety by whom it shall be given shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of six months.

Seal.



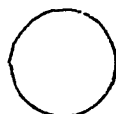
Signed, sealed and delivered  
by the above-named (A) \_\_\_\_\_

*Signature of Principal.*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
} Two witnesses to sign here, who must  
also each note the name of his father, pro-  
fession (or occupation) and residence.

Seal.



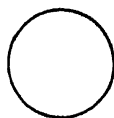
Signed, sealed and delivered by  
the above-named (B) \_\_\_\_\_

*Signature of first Surety, who must also  
state his profession (or occupation).*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
} Two witnesses to sign here, who must  
also each note the name of his father,  
profession (or occupation) and residence.

Seal.



Signed, sealed and delivered by  
the above-named (C) \_\_\_\_\_

*Signature of second Surety, who must also  
state his profession (or occupation).*

in the presence of

\_\_\_\_\_ } Two witnesses to sign here, who must  
\_\_\_\_\_ } also each note the name of his father, pro-  
\_\_\_\_\_ } fession (or occupation) and residence.

Certified that the bond was signed by the Principal and Sureties in my presence.

*Signature and designation of postal officer  
who must not be the principal and must hold  
an appointment in the Post Office above the  
rank of postman.*

Appx. No. 12.  
Form 10.

PERSONAL SECURITY BOND.

*With two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by postal servants, such as overseers, mail peons, letter-box peons, coachmen, and bullock train guards, who are required to convey or escort cash.]

KNOW all men by these presents that we (A) \_\_\_\_\_ A = Principal  
\_\_\_\_\_ son of \_\_\_\_\_ B } - Sure-  
\_\_\_\_\_ of Village \_\_\_\_\_ C } - Sure-  
Police Station \_\_\_\_\_ Post Office \_\_\_\_\_  
\_\_\_\_\_ District \_\_\_\_\_  
and (B) \_\_\_\_\_ son of \_\_\_\_\_  
\_\_\_\_\_ of Village \_\_\_\_\_  
\_\_\_\_\_ Police Station \_\_\_\_\_ Post Office \_\_\_\_\_  
\_\_\_\_\_ District \_\_\_\_\_  
and (C) \_\_\_\_\_ son of \_\_\_\_\_  
\_\_\_\_\_ of Village \_\_\_\_\_  
\_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_  
\_\_\_\_\_ are held and firmly bound unto the Secretary of State  
for India in Council in the sum of Rupees \_\_\_\_\_

\_\_\_\_\_ to be paid  
to the said Secretary of State his successors or assigns or his or their certain  
attorney or attorneys for which payment well and truly to be made we bind  
ourselves our heirs executors administrators and representatives jointly and  
every two of us bind ourselves our heirs executors administrators and representa-  
tives jointly and each of us binds himself his heirs executors administrators  
and representatives severally firmly by these presents sealed with our seals  
dated this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ And  
each of us the said (A) \_\_\_\_\_  
and (B) \_\_\_\_\_  
and (C) \_\_\_\_\_

INSTRUC-  
TIONS.  
When this  
form of bond  
is executed  
in a Postal  
Circle or part  
of a Postal  
Circle which



is not situated within the jurisdiction of one or other of the High Courts of Judicature at Calcutta, Bombay, Madras or Allahabad, the *italicised* sentence

doth hereby for himself his heirs executors administrators and representatives covenant with the said Secretary of State his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Calcutta or the High Court of Judicature at Bombay or the High Court of Judicature at Madras or the High Court of Judicature at Allahabad the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the High Court to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court WHEREAS the above bounden (A) \_\_\_\_\_

was on the \_\_\_\_\_ day of \_\_\_\_\_  
 19\_\_\_\_\_ appointed to and now holds the office of \_\_\_\_\_  
 (A) \_\_\_\_\_ and \_\_\_\_\_ in the \_\_\_\_\_ Postal  
 (B) \_\_\_\_\_ and \_\_\_\_\_ Circle AND WHEREAS the said (A) \_\_\_\_\_  
 (C) \_\_\_\_\_

\* \* \* Ex-  
 traordinary  
 Original  
 Jurisdiction  
 of such High  
 Court " should be  
 scored out.

\_\_\_\_\_ is liable at any time to be employed at some other place in the said Postal Circle or to be transferred to some other appointment in the Post Office in the same or some other Province of British India AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ is required to perform public duties in which the public are interested and the duties of the said (A) \_\_\_\_\_

\_\_\_\_\_ include the conveyance of cash between the different offices in his jurisdiction and truly to account for all moneys that shall come or ought to come to his hands as a servant of the Post Office AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Post Office until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ and the said (B) \_\_\_\_\_  
 \_\_\_\_\_ and (C) \_\_\_\_\_  
 \_\_\_\_\_ as his the said (A) \_\_\_\_\_

\_\_\_\_\_s sureties in that behalf have entered into the above bond in the penal sum of Rs \_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

NOW the condition of the above-written bond is such that if the said (A) \_\_\_\_\_

\_\_\_\_\_ has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the beforementioned three months' notice in writing and if the said (A) \_\_\_\_\_

\_\_\_\_\_ and (B) \_\_\_\_\_ and

(C)\_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A)\_\_\_\_\_ has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A)\_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A)\_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby agreed and declared that neither the said (B)\_\_\_\_\_ nor (C)\_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of the said (B)\_\_\_\_\_ and (C)\_\_\_\_\_ under this bond in the event of any such notice being given of the surety by whom it shall be given shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of six months.

Seal.

Signed, sealed and delivered by  
the above-named (A)\_\_\_\_\_

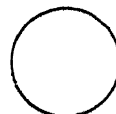
*Signature of Principal.*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ } Two witnesses to sign here, who must  
also each note the name of his father, pro-  
fession (or occupation) and residence.

Seal.

Signed, sealed and delivered by  
the above-named (B)\_\_\_\_\_



*Signature of first Surety, who must also  
state his profession (or occupation).*

in the presence of

\_\_\_\_\_  
 \_\_\_\_\_ } Two witnesses to sign here, who must  
 also each note the name of his father, pro-  
 fession (or occupation) and residence.

Signed, sealed and delivered by  
 the above-named (C) \_\_\_\_\_

Seal.



in the presence of

*Signature of second Surety, who must  
 also state his profession (or occupation).*

\_\_\_\_\_  
 \_\_\_\_\_ } Two witnesses to sign here, who must  
 also each note the name of his father,  
 profession (or occupation) and residence.

Certified that the bond was signed by the Principal and Sureties in my  
 presence.

*Signature and designation of postal officer  
 who must not be the principal and must  
 hold an appointment in the Post Office above  
 the rank of postman.*

Appx. No. 12.  
 Form 11.

# PERSONAL SECURITY BOND.

*With Two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Postmen and Village Postmen.]

KNOW all men by these presents that we (A) \_\_\_\_\_ A = Principal.  
 \_\_\_\_\_ son of \_\_\_\_\_ B } = Sure-  
 \_\_\_\_\_ of Village \_\_\_\_\_ Police Station C } ties.  
 \_\_\_\_\_ Post Office \_\_\_\_\_  
 District \_\_\_\_\_ and (B) \_\_\_\_\_

son of \_\_\_\_\_  
 of Village \_\_\_\_\_  
 Police Station \_\_\_\_\_ Post Office \_\_\_\_\_  
 District \_\_\_\_\_  
 and (C) \_\_\_\_\_  
 son of \_\_\_\_\_ of Village \_\_\_\_\_  
 Police Station \_\_\_\_\_ Post Office \_\_\_\_\_  
 District \_\_\_\_\_  
 are held and firmly bound unto the Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_ to be  
 paid to the said Secretary of State his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we bind ourselves our heirs executors administrators and representatives jointly and every two of us bind ourselves our heirs executors administrators and representatives jointly and each of us binds himself his heirs executors administrators and representatives severally firmly by these presents sealed with our seals dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
*And each of us the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_ and (C) \_\_\_\_\_ doth hereby for himself his heirs executors administrators and representatives covenant with the said Secretary of State his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Calcutta or the High Court of Judicature at Bombay or the High Court of Judicature at Madras or the High Court of Judicature at Allahabad the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the said High Court to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court* WHEREAS the above bounden (A) \_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ appointed a <sup>Postman</sup> Village Postman in the \_\_\_\_\_ Postal Circle and is at present employed at \_\_\_\_\_  
 AND WHEREAS the said (A) \_\_\_\_\_ is liable at any time to be employed at some other place in the said Postal Circle or to be transferred to some other appointment in the Post Office in the same or some other Province of British India AND WHEREAS the said (A) \_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to deliver at their proper addresses with all possible despatch all letters postcards packets documents and parcels which may from time to time be entrusted to him for distribution to recover postage that may lawfully be due and to pay amounts of money orders in cash or by cheque and truly to account for all moneys that shall come or ought to come to his hands as such <sup>Postman</sup> Village Postman or as a servant of the Post Office AND WHEREAS the said (A) \_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Post Office

INSTRUCTIONS.

When this form of bond is executed in a Postal Circle or part of a Postal Circle which is not situated

within the jurisdiction of one or other of the High Courts of Judicature at Calcutta, Bombay, Madras or Allahabad, the *italicised* sentence

"And each of us the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_ and (C) \_\_\_\_\_"

\* \* \* Extraordinary Original Jurisdiction of such High Court " should be scored out.

until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired AND WHEREAS the said (A)\_\_\_\_\_ and the said

(B)\_\_\_\_\_ and (C)\_\_\_\_\_

as his the said (A)\_\_\_\_\_

's sureties in that behalf have entered into the above bond in the penal sum of R\_\_\_\_\_

conditioned for the due performance by him the said (A)\_\_\_\_\_

of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A)\_\_\_\_\_

NOW the condition of the above-written bond is such that if the said (A)\_\_\_\_\_

has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be employed as a

<sup>Postman</sup>  
Village Postman in the said Postal Circle or in any other appointment in the Post Office always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the beforementioned three months' notice in writing and if the said (A)\_\_\_\_\_

and (B)\_\_\_\_\_

and (C)\_\_\_\_\_

shall in-

demnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A)\_\_\_\_\_

has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A)\_\_\_\_\_]

in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A)\_\_\_\_\_

then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby agreed and declared that neither of them the said (B)\_\_\_\_\_

nor (C)\_\_\_\_\_ shall be

at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of the said (B)\_\_\_\_\_

and (C)\_\_\_\_\_

under this bond in the event of any such notice being given of the surety by whom it shall be given shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of six months.

Signed, sealed and delivered by  
the above-named (A)\_\_\_\_\_

Seal.



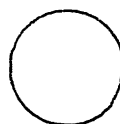
*Signature of Principal.*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who must  
also each note the name of his father, pro-  
fession (or occupation) and residence.

Seal.



Signed, sealed and delivered by  
the above-named (B)\_\_\_\_\_

*Signature of first Surety, who must  
also state his profession (or occupation).*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who must  
also each note the name of his father,  
profession (or occupation) and residence.

Seal.



Signed, sealed and delivered by  
the above-named (C)\_\_\_\_\_

*Signature of second Surety, who must  
also state his profession (or occupation).*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who must  
also each note the name of his father,  
profession (or occupation) and residence.

Certified that the bond was signed by the Principal and Sureties in my presence.

*Signature and designation of postal officer who must not be the principal and must hold an appointment in the Post Office above the rank of postman.*

Appx. No. 12.  
Form 11a.

### PERSONAL SECURITY BOND.

*With two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Candidate Postmen and Village Postmen.]

A -- Principal  
B } -- Sure-  
C } ties.

**INSTRUCTIONS.**  
When this form of bond is executed in a Postal Circle or part of a Postal Circle which is not situated within the jurisdiction of one or other of the High Courts of Judicature at Calcutta, Bombay, Madras or Allahabad, the *devised* sentence "And each of us the said (A) and (B) and (C) —" Extraordinary Original Jurisdiction of such High Court" should be scored off.

KNOW all men by these presents that we (A) \_\_\_\_\_ son of \_\_\_\_\_ of Village \_\_\_\_\_ Police Station \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ and (B) \_\_\_\_\_ son of \_\_\_\_\_ of Village \_\_\_\_\_ Police Station \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ and (C) \_\_\_\_\_ son of \_\_\_\_\_ of Village \_\_\_\_\_ Police Station \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ are held and firmly bound unto the Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_ to be paid to the said Secretary of State his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we bind ourselves our heirs executors administrators and representatives jointly and every two of us bind ourselves our heirs executors administrators and representatives jointly and each of us binds himself his heirs executors administrators and representatives severally firmly by these presents sealed with our seals dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ And each of us the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_ and (C) \_\_\_\_\_ doth hereby for himself his heirs executors administrators and representatives covenant with the said Secretary of State his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Calcutta or the High Court of Judicature at Bombay or the High Court of Judicature at Madras or the High Court of Judicature at Allahabad the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the High Court to which such Court on which

*such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court* WHEREAS the above bounden (A) \_\_\_\_\_

\_\_\_\_\_ is a candidate for the appointment of a <sup>Postman</sup>  
Village Postman \_\_\_\_\_ in the \_\_\_\_\_ Postal Circle and when appointed to such an office will be liable at any time to be employed at some other place in the said Postal Circle or to be transferred to some other appointment in the Post Office in the same or some other Province of British India AND WHEREAS by virtue of his employment in the Post Office the said (A) \_\_\_\_\_

\_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to deliver at their proper addresses with all possible despatch all letters postcards packets documents and parcels which may from time to time be entrusted to him for distribution to recover postage that may lawfully be due and to pay amounts of money orders in cash or by cheque and truly to account for all moneys that shall come or ought to come to his hands as such <sup>Postman</sup>  
Village Postman \_\_\_\_\_ or as a servant of the Post Office AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ and the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_ as his the said (A) \_\_\_\_\_

\_\_\_\_\_s sureties in that behalf have entered into the above bond in the penal sum of R \_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

\_\_\_\_\_ NOW the condition of the above-written bond is such that if the said (A) \_\_\_\_\_

has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be employed as a <sup>Postman</sup>  
Village Postman \_\_\_\_\_ in the said Postal Circle or in any other appointment in the Post Office always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving three months' notice in writing and if the said (A) \_\_\_\_\_

\_\_\_\_\_ and (B) \_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A) \_\_\_\_\_

\_\_\_\_\_ has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A) \_\_\_\_\_



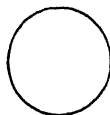
\_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby agreed and declared that neither of them the said (B)\_\_\_\_\_

\_\_\_\_\_ nor (C)\_\_\_\_\_

\_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of the said (B)\_\_\_\_\_

\_\_\_\_\_ and (C)\_\_\_\_\_ under this bond in the event of any such notice being given of the surety by whom it shall be given shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of six months.

Seal.



Signed, sealed and delivered by  
the above-named (A)\_\_\_\_\_

*Signature of Principal.*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who  
must also each note the name of his  
father, profession (or occupation) and  
residence.

Seal.



Signed, sealed and delivered by  
the above-named (B)\_\_\_\_\_

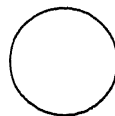
*Signature of first Surety, who must  
also state his profession (or occupation).*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who  
must also each note the name of his  
father, profession (or occupation) and  
residence.

Seal.



Signed, sealed and delivered by  
the above-named (C) \_\_\_\_\_

*Signature of second Surety, who must  
also state his profession (or occupation).*

in the presence of

\_\_\_\_\_ } Two witnesses to sign here, who  
\_\_\_\_\_ } must also each note the name of his  
\_\_\_\_\_ } father, profession (or occupation) and  
\_\_\_\_\_ } residence.

Certified that the bond was signed by the Principal and Sureties in my  
presence.

*Signature and designation of postal  
officer who must not be the principal  
and must hold an appointment in the  
Post Office above the rank of postman.*

Appx. No. 12.  
Form 12.

### PERSONAL SECURITY BOND.

*With Two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Acting Postmen and Village Postmen.]

KNOW all men by these presents that we (A) \_\_\_\_\_ A = Principal  
\_\_\_\_\_ son of \_\_\_\_\_ B } = Sure-  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_ C } ties.  
Post Office \_\_\_\_\_ District \_\_\_\_\_  
and (B) \_\_\_\_\_ son of \_\_\_\_\_  
\_\_\_\_\_ of Village \_\_\_\_\_ Police  
Station \_\_\_\_\_ Post Office \_\_\_\_\_  
District \_\_\_\_\_ and (C) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_  
are held and firmly bound unto the Secretary of State for India in Council in  
the sum of Rupees \_\_\_\_\_  
\_\_\_\_\_ to be paid to the said Secretary of State his successors or assigns or  
his or their certain attorney or attorneys for which payment well and truly to  
be made we bind ourselves our heirs executors administrators and representa-

**INSTRUCTIONS.**  
When this form of bond is executed in a Postal Circle or part of a Postal Circle which is not situated within the jurisdiction of one or other of the High Courts of Judicature at Calcutta, Bombay, Madras or Allahabad, the italicised sentence "And each of us the said (A) and (B) and (C) \* \* \* Extraordinary Original Jurisdiction of such High Court" should be scored out.

tives jointly and every two of us bind ourselves our heirs executors administrators and representatives jointly and each of us binds himself his heirs executors administrators and representatives severally firmly by these presents sealed with our seals dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ And each of us the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_

\_\_\_\_\_ and (C) \_\_\_\_\_ doth hereby for himself his heirs executors administrators and representatives covenant with the said Secretary of State his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Calcutta or the High Court of Judicature at Bombay or the High Court of Judicature at Madras or the High Court of Judicature at Allahabad the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the High Court to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court WHEREAS the above bounden (A) \_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ 19\_\_\_\_ temporarily appointed a <sup>Postman</sup><sub>Village Postman</sub> in the \_\_\_\_\_ Postal Circle and is at present \_\_\_\_\_ employed at \_\_\_\_\_

AND WHEREAS the said (A) \_\_\_\_\_ is liable to be thrown out of employment by the return to duty of the permanent incumbent of the post now held by him and he is also liable to be again appointed to officiate at any time either temporarily or permanently either at the same place or at some other place in the said Postal Circle or to be transferred to some other appointment temporary or permanent in the Post Office in the same or some other Province of British India AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to deliver at their proper addresses with all possible despatch all letters postcards documents and parcels which may from time to time be entrusted to him for distribution to recover postage that may lawfully be due and to deliver money orders with the amounts thereof in cash or by cheque and truly to account for all moneys that shall come or ought to come to his hands as such <sup>Postman</sup><sub>Village Postman</sub> or as a servant of the Post Office AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Post Office until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ and the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_

as his the said (A) \_\_\_\_\_'s sureties in that behalf have entered into the above bond in the penal sum of R- \_\_\_\_\_

conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ of the duties attaching to the office for the time being held by him in the Post Office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A)\_\_\_\_\_

NOW the condition of the above-written bond is such that if the said (A)\_\_\_\_\_ has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be employed either temporarily or permanently as a <sup>Postman</sup><sub>Village Postman</sub> in the said Postal Circle or in any other appointment in the Post Office always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the beforementioned three months' notice in writing and if the said (A)\_\_\_\_\_ and (B)\_\_\_\_\_ and (C)\_\_\_\_\_

\_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A)\_\_\_\_\_ has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A)\_\_\_\_\_

\_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A)\_\_\_\_\_

then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby agreed and declared that neither of them the said (B)\_\_\_\_\_

nor (C)\_\_\_\_\_

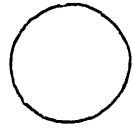
\_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of the said (B)\_\_\_\_\_

and (C)\_\_\_\_\_

\_\_\_\_\_ under this bond in the event of any such notice being given of the surety by whom it shall be given shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months and it is hereby further agreed and declared that the liability of the said sureties shall not be in any way affected by any change in the appointment held by the said (A)\_\_\_\_\_ or by the fact of his being from time to time thrown out of employment and again appointed to the same or some other post but such liability shall (subject as aforesaid) continue in force until the said (A)\_\_\_\_\_

\_\_\_\_\_ shall finally quit the service of Government in the Post Office or shall die.

Seal.



\* Signed, sealed and delivered by  
the above-named (A) \_\_\_\_\_

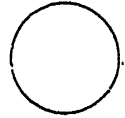
*Signature of Principal.*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who must  
also each note the name of his father,  
profession (or occupation) and residence.

Seal.



Signed, sealed and delivered by  
the above-named (B) \_\_\_\_\_

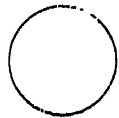
*Signature of first Surety, who must  
also state his profession (or occupation).*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who must  
also each note the name of his father,  
profession (or occupation) and residence.

Seal.



Signed, sealed and delivered by  
the above-named (C) \_\_\_\_\_

*Signature of second Surety, who must  
also state his profession (or occupation).*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who must  
also each note the name of his father, pro-  
fession (or occupation) and residence.

Certified that the bond was signed by the Principal and Sureties in my  
presence.

*Signature and designation of postal  
officer who must not be the principal and  
must hold an appointment in the Post  
Office above the rank of postman.*

Appx. No. 12.  
Form 12.

PERSONAL SECURITY BOND

*With Two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Extra-Departmental Agents.]

KNOW all men by these presents that we (A) \_\_\_\_\_ A = Principal.  
\_\_\_\_\_ son of \_\_\_\_\_ B } = Sureties.  
\_\_\_\_\_ of Village \_\_\_\_\_ Police Station \_\_\_\_\_ C }  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and INSTRUCTIONS.  
(B) \_\_\_\_\_  
son of \_\_\_\_\_ When this  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_ form of bond  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and is executed  
(C) \_\_\_\_\_ in a Postal  
\_\_\_\_\_ Circle or part  
\_\_\_\_\_ son of \_\_\_\_\_ of a Postal  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_ Circle which  
Post Office \_\_\_\_\_ District \_\_\_\_\_ is not situated  
\_\_\_\_\_ within the  
are held and firmly bound unto the Secretary of State for India in Council in jurisdiction  
the sum of Rupees \_\_\_\_\_ to be of one or  
paid to the said Secretary of State his successors or assigns or his or their cer- other of the  
tain attorney or attorneys for which payment well and truly to be made we High Courts  
bind ourselves our heirs executors administrators and representatives jointly of Judicature  
and every two of us bind ourselves our heirs executors administrators and at Calcutta,  
representatives jointly and each of us binds himself his heirs executors adminis- Bombay,  
trators and representatives severally firmly by these presents sealed with our Madras or  
seals dated this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ And each Allahabad,  
of us the said (A) \_\_\_\_\_ said (A) \_\_\_\_\_ the italicised  
(B) \_\_\_\_\_ and (C) \_\_\_\_\_ sentence  
\_\_\_\_\_ doth hereby for himself his heirs "And each  
executors administrators and representatives covenant with the said Secretary of of us the  
State his successors and assigns that if any suit shall be brought touching the said (A) \_\_\_\_\_  
subject-matter of this obligation or the condition hereunder written in any said (B) \_\_\_\_\_  
Court subject to the High Court of Judicature at Calcutta or the High Court of and (C) \_\_\_\_\_  
Judicature at Bombay or the High Court of Judicature at Madras or the High Court of Judicature at Allahabad the same shall and may at the instance of \* \* \* \*  
the said Secretary of State be removed into tried and determined by the High Court to which such Court on which such suit shall be brought shall be so subject  
in the Extraordinary Original Jurisdiction of such High Court WHEREAS the  
above bounden (A) \_\_\_\_\_ was on the  
\_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ appointed to and now holds the office  
of \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_ in the \_\_\_\_\_ Postal Circle  
AND WHEREAS by virtue of his employment in the Post Office the said  
(A) \_\_\_\_\_ is required to perform public  
duties in which the public are interested and has or is liable to have amongst

other duties to receive deal with and dispose of letters postcards packets parcels money orders British Postal Orders Savings Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Post Office AND WHEREAS the said (A)

\_\_\_\_\_ has agreed and is bound to attend at the post office of \_\_\_\_\_

\_\_\_\_\_ for the purpose of discharging his duties at such times as his superior officers may appoint AND WHEREAS the said (A) —

\_\_\_\_\_ and the said (B) —

\_\_\_\_\_ and (C) —

\_\_\_\_\_ as his the said (A) —

\_\_\_\_\_’s sureties in that behalf have entered into the above bond in the penal sum of R —

\_\_\_\_\_ conditioned for the due performance by him the said (A) —

\_\_\_\_\_ or any agent servant or nominee of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) —

or any agent servant or nominee of his NOW the condition of the above-written bond is such that if the said (A) —

\_\_\_\_\_ has whilst he has been in the employment of Government in the Post Office duly performed and fulfilled all and every his duties aforesaid and shall whilst he shall be in such employment as aforesaid always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission and if the said (A) —

and (B) — and (C) —

\_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which during the time that the said (A) — has been in such employment as aforesaid has been sustained or which shall at any time or times hereafter be sustained by the said Secretary of State his successors and assigns

or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A) — in proceedings

against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A) —

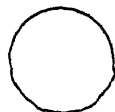
\_\_\_\_\_ or any agent servant or nominee of his then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby agreed and declared that neither the said (B) — nor (C) —

\_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months’ notice in writing of his intention so to do and the liability of both the said (B) — and (C) —

\_\_\_\_\_ under this bond in the event of any such notice being given of the surety by whom it

shall be given shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of six months.

Seal.



Signed, sealed and delivered by  
the above-named (A) \_\_\_\_\_

*Signature of Principal.*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who must  
also each note the name of his father, pro-  
fession (or occupation) and residence.

Seal.



Signed, sealed and delivered by  
the above-named (B) \_\_\_\_\_

*Signature of first Surety, who must also  
state his profession (or occupation).*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who must  
also each note the name of his father, pro-  
fession (or occupation) and residence.

Seal.



Signed, sealed and delivered by  
the above-named (C) \_\_\_\_\_

*Signature of second Surety, who must  
also state his profession (or occupation).*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who must  
also each note the name of his father,  
profession (or occupation) and residence.



Certified that the bond was signed by the Principal and Sureties in my presence.

*Signature and designation of postal officer who must not be the principal and must hold an appointment in the Post Office above the rank of postman.*

Appx. No. 12.  
Form 13a.

# PERSONAL SECURITY BOND

*With Two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Postage Stamp Vendors.]

A = Principal. KNOW all men by these presents that we (A) \_\_\_\_\_  
B } = Sure- \_\_\_\_\_ son of \_\_\_\_\_  
C } ties. \_\_\_\_\_

\_\_\_\_\_ of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ and  
(B) \_\_\_\_\_

## INSTRUCTIONS.

When this form of bond is executed in a Postal Circle or part of a Postal Circle which is not situated within the jurisdiction of one or other of the High Courts of Judicature at Calcutta, Bombay, Madras or Allahabad, the italicised sentence "And each of us the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_ and (C) \_\_\_\_\_ doth hereby for himself his heirs executors administrators and representatives covenant with the said Secretary of State his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Calcutta or the High Court of Judicature at Bombay or the High Court of Judicature at Madras or the High Court of Judicature at Allahabad the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the High Court to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court" should be scored out.

\_\_\_\_\_ son of \_\_\_\_\_  
\_\_\_\_\_ of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ and  
(C) \_\_\_\_\_

\_\_\_\_\_ son of \_\_\_\_\_  
\_\_\_\_\_ of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_

are held and firmly bound unto the Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_ to be

paid to the said Secretary of State his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we

bind ourselves our heirs executors administrators and representatives jointly and every two of us bind ourselves our heirs executors administrators and

representatives jointly and each of us binds himself his heirs executors administrators and representatives severally firmly by these presents sealed with our

seals dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ And each of us the said (A) \_\_\_\_\_ and

(B) \_\_\_\_\_ and (C) \_\_\_\_\_

doth hereby for himself his heirs executors administrators and representatives covenant with the said Secretary of State his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Calcutta or the High Court of Judicature at Bombay or the High Court of Judicature at Madras or the High Court of Judicature at Allahabad the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the High Court to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court WHEREAS the above

Extraordinary Original Jurisdiction of such High Court" should be scored out.

State his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at Calcutta or the High Court of Judicature at Bombay or the High Court of Judicature at Madras or the High Court of Judicature at Allahabad the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the High Court to which such Court on which such suit shall be brought shall be so subject in the Extraordinary Original Jurisdiction of such High Court WHEREAS the above

bounden (A) \_\_\_\_\_ was on the \_\_\_\_\_ day  
 of \_\_\_\_\_ 19 \_\_\_\_\_ appointed to and now holds the office of Postage  
 stamp vendor at \_\_\_\_\_  
 in the \_\_\_\_\_ Postal Circle AND WHEREAS by virtue  
 of his employment in the Post Office the said (A) \_\_\_\_\_

\_\_\_\_\_ is required  
 to perform public duties in which the public are interested and has or is  
 liable to have in his custody postage stamps and articles of postal stationery  
 in accordance with the rules thereto relating prescribed from time to time by  
 the Government of India the Director-General of the Post Office or the Head  
 of the Postal Circle in which he is employed and truly to account for  
 all moneys that come or ought to come to his hands as a servant of the Post  
 Office AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ has agreed and is bound to attend at the post  
 office of \_\_\_\_\_

for the purpose of discharging his duties at such times as his superior  
 officers may appoint AND WHEREAS the said (A) \_\_\_\_\_

\_\_\_\_\_ and the said (B) \_\_\_\_\_

\_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ as his the said (A) \_\_\_\_\_

\_\_\_\_\_ 's sureties in that behalf have entered into the above bond  
 in the penal sum of R \_\_\_\_\_

\_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of his  
 of the duties of his said office and of all other the duties which may lawfully  
 be required of him and of his agreements as aforesaid and the indemnity of the  
 said Secretary of State and his servants against loss by reason of the acts or  
 defaults of the said (A) \_\_\_\_\_

or any agent servant or nominee of his NOW the condition of the above-  
 written bond is such that if the said (A) \_\_\_\_\_

\_\_\_\_\_ has whilst he has been in the employment of  
 Government in the Post Office always duly performed and fulfilled all and  
 every his duties aforesaid and shall whilst he shall be in such employment as  
 aforesaid always duly perform and fulfil all and every his duties aforesaid and  
 shall not leave the said service without permission and if the said (A) \_\_\_\_\_

\_\_\_\_\_ and (B) \_\_\_\_\_

\_\_\_\_\_ and (C) \_\_\_\_\_

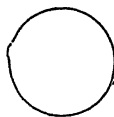
\_\_\_\_\_ shall indemnify the said Secretary of State his successors an  
 assigns and the Government of India from all loss which during the time that  
 the said (A) \_\_\_\_\_ has been in such employment as  
 aforesaid has been sustained or which shall at any time or times hereafter be  
 sustained by the said Secretary of State his successors and assigns or  
 the Government of India owing to the dishonesty neglect default omission  
 disobedience [of which matters any conviction or judgment against the said  
 (A) \_\_\_\_\_ in proceedings

against him in respect of the same shall be conclusive proof but not the only  
 means of proof] or insolvency of the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of his then this obligation  
 to be void and of no effect otherwise the same shall be and remain in full force  
 and virtue : Provided always and it is hereby agreed and declared that neither

the said (B) \_\_\_\_\_ nor (C) \_\_\_\_\_  
\_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability under this bond in the event of any such notice being given of the surety by whom it shall be given shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of six months.

Seal.



Signed, sealed and delivered by  
the above-named (A) \_\_\_\_\_

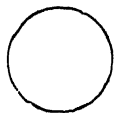
*Signature of Principal.*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who must  
also each note the name of his father,  
profession (or occupation) and residence.

Seal.



Signed, sealed and delivered by  
the above-named (B) \_\_\_\_\_

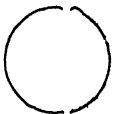
*Signature of first Surety who must also  
state his profession (or occupation).*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here, who must  
also each note the name of his father,  
profession (or occupation) and residence.

Seal.



Signed, sealed and delivered by  
the above-named (C) \_\_\_\_\_

*Signature of second Surety, who must  
also state his profession (or occupation).*

in the presence of

\_\_\_\_\_  
 \_\_\_\_\_

} Two witnesses to sign here, who must  
 also each note the name of his father,  
 profession (or occupation) and residence.

Certified that the bond<sup>u</sup> was signed by the Principal and Sureties in my  
 presence.

*Signature and designation of postal  
 officer who must not be the principal and  
 must hold an appointment in the Post  
 Office above the rank of postman.*

\_\_\_\_\_

App. No. 12.  
Form 14.

*Register of Security Bonds in Custody.*

1	2	3	4	5	6	7
<p><b>SANCTIONED ESTABLISHMENT.</b></p> <p>(The space between the designations of the different members of the staff should be sufficient to allow of changes in the names of permanent incumbents being easily entered in column 2.)</p>	<p>Name of permanent incumbent.</p>	<p>Date of Bond.</p>	<p>Amount of Bond.</p>	<p>Nature of Bond, i.e., whether personal, or relating to a security deposit in cash or Government Promissory Notes.</p>	<p>Ledger No. of Savings Bank account or nature, number and amount of each Government Promissory Note deposited.</p>	<p><b>REMARKS.</b></p> <p>(Here should be a note when a bond that has been executed, as shown by entries in columns 3, 4, and 5, is not on record, having been sent to another Head Office or to the office of the Head of the Circle.)</p>



## CONTENTS OF APPENDIX No. 13.

### RULES REGARDING THE POST OFFICE GUARANTEE FUND.

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1. Persons required to subscribe to Fund.</li><li>2. Rates of subscription.</li><li>3. Manner in which subscription is to be realised.</li><li>4. Constitution of New Fund and interest payable.</li></ol> | <ol style="list-style-type: none"><li>5. Purposes to which Fund may be applied.</li><li>6. Return of subscriptions.</li><li>7. Register of defaulters and annual statement of account.</li></ol> |
|--|--|
-

## APPENDIX No. 13.

## Rules Regarding the Post Office Guarantee Fund.

[Issued under the sanction of Government.\*]

1. Persons required to subscribe to Fund.—All persons employed by the Post Office in any appointment below the substantive grade of Deputy Postmaster-General shall subscribe to the Post Office Guarantee Fund: provided that the Director-General of the Post Office shall be empowered to exempt from the operation of these rules such inferior servants in the employ of the Post Office as he may from time to time think fit to exempt.†

2. Rates of subscription.—The following fixed rates of subscription shall be paid by persons holding substantive appointments in the Post Office on the 30th June of each year:—

Class 1.—By superior servants, excluding postmen and village postmen,—the sum of one rupee yearly.

Class 2.—By postmen and village postmen, whether superior or inferior servants, by inferior servants drawing a monthly pay of more than R7, and by any person receiving an allowance of more than R7 a month from the Post Office,—the sum of eight annas yearly.

Class 3.—By inferior servants drawing a monthly pay of R7 or less, and by any person receiving an allowance of R7 a month or less from the Post Office,—the sum of four annas yearly.

NOTE.—In the case of persons holding substantive appointments, but who are acting in higher appointments, the subscription shall be payable with reference to the substantive appointment only.

\* *Vide* letters from the Government of India, Finance and Commerce Department, No. 798, dated the 13th May 1885, No. 5258-A, dated the 7th December 1893, No. 4399-A, dated the 31st August 1894, and No. 181-A, dated the 13th January 1899.

† *List of inferior servants exempted by the Director-General.*

Runners, both letter and parcel (including all persons employed solely in the actual carriage of mails).	Porters and coolies.	
Boat-men.	Van peons.	
Syoes.	Pygusties.	
Grass-outters.	Pressmen (including compositors).	
Orderly peons.	Artificers employed in workshops (including packers, counters, despatchers, plate-cleaners and stereotype moulders).	
Farashes.	Inkmen.	} Attached to Presses.
Masalchis.	Distributors.	
Mehters or sweepers.	Binders (including binder-boys).	
Scavengers.	Carpenters.	
Rhisties.	Painters.	} Attached to Stock Depôts.
Watermen.	Tailors.	
Chowkidars or look-out men.	Label-outters.	
Darwans.		
Tomtom-wallahs.		



3. Manner in which subscription is to be realised.—The subscriptions, at the rates laid down in the preceding rule, shall be deducted in all cases by the Post Office Department from the pay or allowances of the various classes of persons described for the month of June each year.

Provided that no subscription shall be deducted (1) from men who are on leave other than privilege leave on the 30th June, or (2) when the amount of pay or salary due for the month of June (before deduction of the subscription) is less than the amount of subscription payable.

4. Constitution of New Fund and interest payable.—The proceeds from subscriptions to be deducted as laid down in the preceding rule shall be credited with effect from the 1st January 1883 to a separate fund, known as the Post Office New Guarantee Fund, on the balance of which not exceeding three lakhs of rupees interest will be credited annually at the rate of four per cent. per annum.

5. Purposes to which Fund may be applied.—This Fund shall be applied in the first place to the purpose of making good any loss that may be caused to Government by the neglect or misconduct of any person in the employ\* of the Post Office, provided that the sum that may be decreed against the Fund on this account by the Director-General of the Post Office shall not exceed Rs.3,000 in the case of a superior servant, or Rs.1,500 in the case of an inferior servant or of a postman or village postman whether a superior or inferior servant. The Fund shall then be applied to the purpose of meeting the cost of keeping the accounts of the Fund and of paying rewards that may be granted from time to time by the Director-General of the Post Office for the giving of information in Post Office robbery cases, and for specially honest and courageous service on the part of any persons in the employ of the Post Office, while in discharge of their duties. The balance of the Fund, after meeting the afore-said charges, at the close of the official year may be spent, with the sanction of Government, for the benefit of the persons in the employ of the Post Office who subscribe to it.†

6. Return of subscriptions.—The balance of subscriptions recovered from superior servants prior to January 1883, shall be returnable to them or their heirs on their retirement from Post Office employ, such balance to be calculated in accordance with separate instructions issued for the guidance of the Comptroller of the Post Office. By the term heir, as used above, is meant such persons as may establish to the satisfaction of the Director-General of the Post Office a reasonable claim to receive the money, and in no case shall there be any legal claim to the return of such money, any return that may be made being reckoned as of favour and not as of right.

\*The expression "any person in the employ of the Post Office" does not include persons who entered the Postal Accounts Department, that is, the establishments of the Comptroller and the Deputy Comptrollers, Post Office, in or after the month of June 1905 when the payment of subscriptions to the Post Office Guarantee Fund ceased.

†The Director-General is also authorised by the orders of the Government of India (Finance and Commerce Department), No. <sup>Bx.</sup> 535, dated 8th February 1893, to sanction the grant from the Post Office Guarantee Fund of compensation to servants of the Post Office for loss of private property subject to the condition that not more than one month's pay may be awarded to any officer.

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Provided that nothing in this rule shall apply to postmen or village postmen whose service prior to January 1883 may be counted as superior service under the Secretary of State's despatch No. 390 of the 11th December 1884.

7. Register of defaulters and annual statement of account.—The Comptroller of the Post Office shall maintain a register of all persons in the employ of the Post Office by whose default sums have been decreed against the Fund and no such person shall be retained in the Department. The Comptroller shall further prepare and submit to the Director-General of the Post Office at the close of each official year an account of the Fund showing the subscriptions realised during the year, the amount of interest credited to the Fund, the charges accepted against it, and the balance.

*N.B.*—The collection of subscriptions to the Fund is suspended until further notice.

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# CONTENTS OF APPENDIX No. 14.

## RULES RELATING TO LAST-PAY CERTIFICATES.

### GENERAL.

1. Cases in which last-pay certificates are required.

### TRANSFERS ON DUTY.

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>2. Kinds of transfers.</li><li>3. Transfers of officers who prepare their own salary bills to or from a Deputy Comptroller's circle of audit.</li><li>4. Transfers of officers who prepare their own salary bills within a Deputy Comptroller's circle of audit.</li></ol> | <ol style="list-style-type: none"><li>5. Transfers of non-gazetted officers whose pay is drawn on establishment pay bills.</li><li>6. Form of certificate for transfers.</li></ol> |
|--|--|

### LEAVE.

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>7. Leave in India.</li><li>8. Leave out of India.</li></ol> | <ol style="list-style-type: none"><li>9. Procedure to be adopted by a head office when an officer preparing his own salary bill is about to proceed on leave out of India, or intends to draw his leave allowance from another head office in India.</li></ol> |
|---|--|

### PENSIONS.

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>10. Last-pay certificate required whether pension is payable in India or in the United Kingdom.</li></ol> | <ol style="list-style-type: none"><li>11. Pensions payable in India.</li><li>12. Pensions payable in England.</li><li>13. Form of certificate for pensions</li></ol> |
|---|--|
-

## APPENDIX No. 14.

### Rules Relating to Last-Pay Certificates.

#### GENERAL.

1. Cases in which last-pay certificates are required.—Last-pay certificates are required in the following cases :—

- (a) Before an officer (unless he has been newly appointed to the service of Government) can begin to draw any pay or allowances from any head post office.
- (b) Before an officer proceeding on leave can draw any leave allowance at the Home Treasury of the Government of India or from a head post office other than that from which he drew his salary when last on duty.
- (c) By an officer retiring on pension.

#### TRANSFERS ON DUTY.

2. Kinds of transfers.—Transfers on duty may be of three kinds :—

- (a) An officer may proceed on duty to or from a Deputy Comptroller's circle of audit to the circle of another audit officer, and in all such cases last-pay certificates are required.
- (b) An officer may proceed on duty from one place or appointment to another within a Deputy Comptroller's circle of audit; but last-pay certificates are only required in connection with transfers of this kind, when the transfer involves a change of the office from or by which the officer's pay was last drawn.
- (c) An officer may proceed on duty from an office within the circle of audit of one Deputy Comptroller, Post Office, to an office within the circle of audit of another Deputy Comptroller, and in all such cases last-pay certificates are required.

3. Transfers of officers who prepare their own salary bills to or from a Deputy Comptroller's circle of audit.—In the case of transfers of the kind first mentioned in the preceding rule, a gazetted officer or a non-gazetted officer who prepares his own salary bill should obtain a last-pay certificate, in the prescribed form, in accordance with the following rules :—

- (a) If he is employed at the station of the audit officer, the certificate will be granted by that officer.

#### *Examples.*

- (1) An officer of the Postal Department employed at Calcutta should, on transfer to an appointment, the salary of which is not audited by the Deputy Comptroller, Bengal Circle Audit Office, obtain a last-pay certificate from the Deputy Comptroller.
- (2) A covenanted Civil Servant employed at Bombay should, if appointed to be a Postmaster-General, obtain a last-pay certificate from the Accountant-General, Bombay.

- (b) If he has to pass through the station of the audit officer on his way to his new appointment, the certificate should be granted by the officer from whom he last drew pay and be countersigned by the audit officer.

*Examples.*

(1) An officer of the Postal Department transferred to an appointment outside a Deputy Comptroller's circle of audit should obtain his last-pay certificate from the postmaster of the head office from which he last drew pay, and as he passes through Calcutta, Delhi or Nagpur, he should have it countersigned by the Deputy Comptroller concerned.

(2) An officer transferred from an appointment outside the Postal circle of audit procure a last-pay certificate from the officer in charge of the treasury (or office) from which he last drew pay, and as he passes through the station of the Accountant-General (or other audit officer) he should have it countersigned by that officer.

- (c) If he is not employed at, and has not to pass through, the station of the audit officer, the certificate will be granted by the officer by whom his last pay was drawn, and a duplicate should be forwarded by this officer to the audit officer for countersignature and transmission to the audit officer of the transferred officer's new appointment.

*Examples.*

(1) An officer transferred from the Postal to another department should obtain a last-pay certificate from the postmaster of the head office from which he last drew pay, and the postmaster should send a duplicate to the Deputy Comptroller concerned for countersignature and transmission to the Accountant-General (or other audit officer) concerned.

(2) An officer transferred from some other department to the Post Office should bring with him a last-pay certificate from the officer in charge of the treasury (or office) from which he last drew pay.

- (d) If the officer is employed at a station where the office of a Deputy Comptroller is located, the certificate will be granted by the Deputy Comptroller.
- (e) If an officer has to pass through that station on his way to a station within the circle of audit of another Deputy Comptroller, the certificate should be given by the postmaster from whom he last drew pay and countersigned by the Deputy Comptroller concerned.
- (f) If the officer is not employed at the head-quarters of a Deputy Comptroller the certificate will be granted by the postmaster from whom he last drew pay, and a duplicate of it will be forwarded by that postmaster to the Deputy Comptroller from whose circle of audit he is transferred, for countersignature and transmission to the Deputy Comptroller within whose circle of audit the officer has been transferred.

4. Transfers of officers who prepare their own salary bills within a Deputy Comptroller's circle of audit.—In the case of transfers of the kind mentioned second in rule 2, a gazetted officer or a non-gazetted officer who prepares his own salary bill should, if transferred from Calcutta, Delhi or Nagpur, obtain a last-pay certificate in the prescribed form from the Deputy Comptroller concerned, and if transferred from any other place he should obtain a last-pay certificate from the postmaster of the head office from which he last drew pay. The last-pay certificate should be attached to the first salary bill presented at the new paying office. Postmasters are not allowed to cash an officer's

salary bill which is required to be supported by a last-pay certificate, if it is not so supported.

NOTE.—The Deputy Comptroller is the only officer in Calcutta, Delhi or Nagpur who is authorised to grant last-pay certificates to gazetted officers and those non-gazetted officers who prepare their own salary bills. The Presidency Postmaster, Calcutta, and the postmasters, Delhi and Nagpur, are authorised to grant last-pay certificates only to the non-gazetted officers whose pay is drawn on their office establishment bills. Other postmasters of head offices are authorised to grant last-pay certificates to all officers who prepare their own salary bills as well as to non-gazetted officers whose pay is drawn on their establishment bills, but not to non-gazetted officers of other establishments.

5. Transfers of non-gazetted officers whose pay is drawn on establishment pay bills.—In the case of a non-gazetted officer in superior service whose pay is drawn on an establishment bill, and in the case of postmen and village postmen, whether in superior or inferior service, the last-pay certificate should, for both kinds of transfers mentioned in rule 2, be granted by the head of the office by whom the officer's pay was last drawn in accordance with the following procedure :—

- (a) If the transfer is from one postal establishment to another, the head of the office by whom the officer's pay was last drawn should, on receipt of the relieved officer's charge report, send the last-pay certificate without delay by post, registered, to the head of the office under whose jurisdiction the officer is transferred.
- (b) If the transfer is from a postal establishment to that of another Government Department, the last-pay certificate should be handed over to the transferred officer.

II. The head of a postal establishment under whose jurisdiction an officer is transferred should forward the last-pay certificate received to the Deputy Comptroller concerned, in support of the entry in the pay bill, except in the case of the last-pay certificates of postmen and village postmen, which should ultimately be filed in the head office at the head-quarters of the district with the documents pertaining to the service roll. When an entry in a pay bill is required to be supported by a last-pay certificate, the head of the office is not allowed to draw the officer's pay until the certificate is received. If there is any delay in the receipt of a last-pay certificate, it should be called for and a report made to the immediate superior of the officer in fault. See also rule 12-II of Appendix No. 12.

#### *Examples.*

(1) In the case of transfers from a Postmaster-General's office the certificate will be granted by the Postmaster-General or such officer as he may authorise to sign last-pay certificates.

(2) In the case of transfers from the Comptroller's office, the certificate will be granted by the Deputy Comptroller, Bengal Circle audit office, and in the case of transfers from a Circle audit office, the certificate will be granted by the Deputy or Assistant Comptroller concerned.

(3) In the case of transfers from the establishment of a post office, the certificate will be granted by the postmaster of the head office by which the pay was last drawn.

(4) In the case of all transfers to a postal establishment the certificate will be granted by the head of the establishment from which the officer is transferred.

NOTE.—The audit officer does not countersign the last-pay certificates of non-gazetted officers whose pay is drawn on establishment pay bills.

6. Form of certificate for transfers.—The following is the form in which last-pay certificates in connection with transfers on duty should be granted :—

[Obverse.]

Last-pay certificate of \_\_\_\_\_  
of the \_\_\_\_\_ proceeding to \_\_\_\_\_  
to join the appointment of (or to officiate as \_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_ on duty \_\_\_\_\_

He has drawn pay as \_\_\_\_\_ at the rate of R \_\_\_\_\_  
a month, and acting allowance as \_\_\_\_\_ at the rate of R \_\_\_\_\_  
a month, less the deductions shown below, up to the \_\_\_\_\_. He  
made over charge of the office of \_\_\_\_\_ on the \_\_\_\_\_  
noon of the \_\_\_\_\_ of \_\_\_\_\_.

No recoveries (or, The recoveries noted on the reverse) are to be made from the pay of this officer.

Deduction R a. p.  
\_\_\_\_\_  
\_\_\_\_\_

Dated at

The \_\_\_\_\_ 19 .

\_\_\_\_\_  
Signature.

[Reverse.]

Details of recoveries.

Nature of recovery \_\_\_\_\_

Amount R \_\_\_\_\_

How to be recovered (in one sum, or in what instalments) \_\_\_\_\_

LEAVE.

7. Leave in India.—The rules regarding the issue of last-pay certificates in connection with “Leave in India” granted to the gazetted officers and those non-gazetted officers who prepare their own salary bills are briefly as follows :—

- (a) When an officer of the Post Office proceeds on leave from one place to another in India, he should obtain a last-pay certificate from the Deputy Comptroller concerned in Form No. 8 of the *Civil Service Regulations*, if he wishes to draw pay from a head office other than the one from which he last drew pay while on duty.
- (b) An officer of the Post Office on leave who does not wish to draw pay from a head office other than the one from which he last drew pay while on duty, or an officer on leave without allowances, does not require a last-pay certificate; but although no last-pay certificate is needed, it should be remembered that according to the general rule a letter of authority from the Deputy Comptroller concerned is required before an increased or changed rate of salary or absentee allowance can be drawn.

(c) If during leave an officer who has been granted a last-pay certificate wishes to change the head office from which he receives payment of his allowances, he must obtain a new last-pay certificate from the Deputy Comptroller concerned.

(d) The Deputy Comptroller concerned is alone authorised to grant last-pay certificates in connection with leave.

NOTE.—In the case of non-gazetted officers whose pay is drawn on establishment pay bills no last-pay certificates are granted during leave in India, as they are required to make their own arrangements for receiving their leave allowances from the head of the office in which they are employed.

8. Leave out of India.—The rules regarding last-pay certificates issued in connection with leave out of India and also those regarding colonial warrants are not reproduced here as they relate to procedure in the Deputy Comptroller's office only.

9. Procedure to be adopted by a head office when an officer preparing his own salary bill is about to proceed on leave out of India, or intends to draw his leave allowance from another head office in India.—When it becomes known to a head office that an officer who prepares his own salary bill is about to proceed on leave (other than privilege leave) out of India, or that he proposes to draw his leave allowances while on privilege leave or long leave in India from another head office, the postmaster should at once submit to the Deputy Comptroller (in advance of his cash accounts) all paid salary and travelling allowance bills of the officer that are in the head office awaiting submission to the Deputy Comptroller concerned, so as to enable the latter to audit them before he grants a last-pay certificate.

#### PENSIONS.

10. Last-pay certificate required whether pension is payable in India or in the United Kingdom.—Officers retiring on pension require a last-pay certificate, whether the pension is payable in India or in the United Kingdom.

11. Pensions payable in India.—In the case of a gazetted officer or a non-gazetted officer who prepares his own salary bill, whose pension is payable in India, the last-pay certificate will be granted at Calcutta, Delhi or Nagpur, by the Deputy Comptroller concerned, and elsewhere by the postmaster of the head office from which his last pay or allowance was drawn. In the case of a non-gazetted officer whose salary is drawn on an establishment bill, the last-pay certificate will be granted as in rule 5.

12. Pensions payable in England.—In the case of an officer whose pension is payable in England, the last-pay certificate will be given by the Comptroller, Central Account Office.

13. Form of certificate for pensions.—The form of the last-pay certificate will in both cases be as under :—

[Obverse.]

Last-pay certificate of *A B* of the \_\_\_\_\_ retiring on pension.

He has drawn pay as \_\_\_\_\_ at the rate of R \_\_\_\_\_  
a month, and acting allowance as \_\_\_\_\_ at the rate of R \_\_\_\_\_



a month, less the deductions shown below, up to the\_\_\_\_\_. He made over charge of the office of\_\_\_\_\_ on the\_\_\_\_\_noon of the\_\_\_\_\_of\_\_\_\_\_. No recoveries (or, The recoveries noted on the reverse) are to be made from the officer.

Deduction R a. p.

Dated at \_\_\_\_\_

The\_\_\_\_\_19 .

\_\_\_\_\_  
*Signature.*

[ Reverse.]

Details of recoveries.

Nature of recovery\_\_\_\_\_.

Amount R\_\_\_\_\_.

\_\_\_\_\_

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## APPENDIX No. 15.

## Rules Relating to Post Office Buildings.

## GENERAL.

1. Classification of buildings occupied by post offices.—Post offices are accommodated in—

- (a) Public Works buildings, *i.e.*, buildings borne on the books of the Public Works Department.
- (b) Departmental buildings.
- (c) Rented buildings.
- (d) Buildings at Railway stations constructed by the Railway authorities and rented to the Post Office.

2. Provision of accommodation for post offices.—No original work may be undertaken or departmental building or building at a Railway station be constructed, nor may the hire of a rented building be paid, without the previous sanction of the Director-General.

3. Original works.—“Original works” are works executed by the agency of the Public Works Department. The term includes all new works in connection with the construction or reconstruction of Public Works buildings, as well as additions and alterations to existing buildings, and also “special repairs,” *i.e.*, repairs to newly purchased or previously abandoned buildings required for bringing them into use. When one description of work is substituted for another, as a tiled roof for a thatched one, such work is to be classed under the head of “Original works,” and not under the head of “Repairs.”

4. Major and Minor works.—“Original works” are divided into Major works and Minor works: the former are those the estimated cost of which exceeds R2,500, and the latter are those the estimated cost of which does not exceed that limit.

5. Repairs.—Repairs include all operations, other than those specially placed in the class “Original works,” required to maintain in proper condition buildings and works in ordinary use.

6. Departmental buildings.—Departmental buildings are buildings not borne on the books of the Public Works Department, but erected and maintained at the cost of the Post Office, ordinarily under the supervision of its own officers. This term also includes buildings placed by private individuals or by Durbars at the disposal of the Post Office free of rent, the Department executing the necessary repairs.

7. Conditions under which departmental buildings may be erected.—Departmental buildings are only erected at places at which either the agency of the Public Works Department is not available, or where the status of the post office is not such as to warrant an outlay of more than a small sum. They are generally such as require no professional skill for their execution, and in supervising which the services of an engineer would be of no sensible value.

8. Buildings not to be constructed or purchased when houses can be hired on reasonable terms.—Ordinarily Public Works buildings or departmental buildings should not be constructed, nor should buildings be purchased, at places where suitable houses can be hired on reasonable terms for the accommodation of the post office. When a building is rented on lease, the lease should be drawn up either in one of the forms attached to these rules or in some other suitable form which has been approved of by one of the law advisers of the Post Office. The rent payable should, after sanction by the Director-General to the usual proposition statement, be drawn in the establishment salary bill of the head post office.

9. Post office buildings at railway station or on railway land.—When accommodation is required by the Post Office at a railway station or on railway land, the building will be constructed by the Railway authorities and rented to the Post Office, at the rate, in the case of State Railways, of  $7\frac{1}{2}$  per cent. per annum on the capital cost of the building *excluding* the estimated value of the land occupied. If the building is constructed by a private Railway, the rent to be paid must be settled by mutual agreement. In the case of State Railways the rent at the rate mentioned above (which will include all charges for repairs or maintenance) will not be paid in cash but by book-debit by the Inspector-General, R. M. S. and Sorting, if the building is constructed for the use of the Railway Mail Service and by the Comptroller in all other cases. The Comptroller will be furnished with a copy of the Director-General's sanction to the rent payable and should be informed of the date of occupation of the building. Before any proposal is made to Railway authorities for a building, the Postmaster-General must obtain the consent of the Director-General; he should then call for an estimate of the cost of the work, and before it is put in hand, obtain the Director-General's sanction to the rent that will be payable. It will generally be advisable to leave the plan of the building and the selection of the site to the Railway authorities; but this does not bind the Postmaster-General to accept an unsuitable plan or site. The Postmaster-General must be careful to specify the accommodation required, and see that it is provided as far as possible; when the accommodation is on the station platform, he should also see that the plan allows access to the office without requiring the public to go on the platform, and care should also be taken that the position of the letter-box is on the side which allows such access.

10. Postmasters-General to report the date of occupation of a new post office building.—When a new post office is occupied by the Department, whether the work has been executed by the Public Works Department or by departmental agency, the date of occupation should be reported by the Postmaster-General to the Director-General. Should there be a saving under the head of house rent, a proposition statement should be submitted at the same time for sanction to the decrease of expenditure effected.

#### TYPE PLANS OF BUILDINGS.

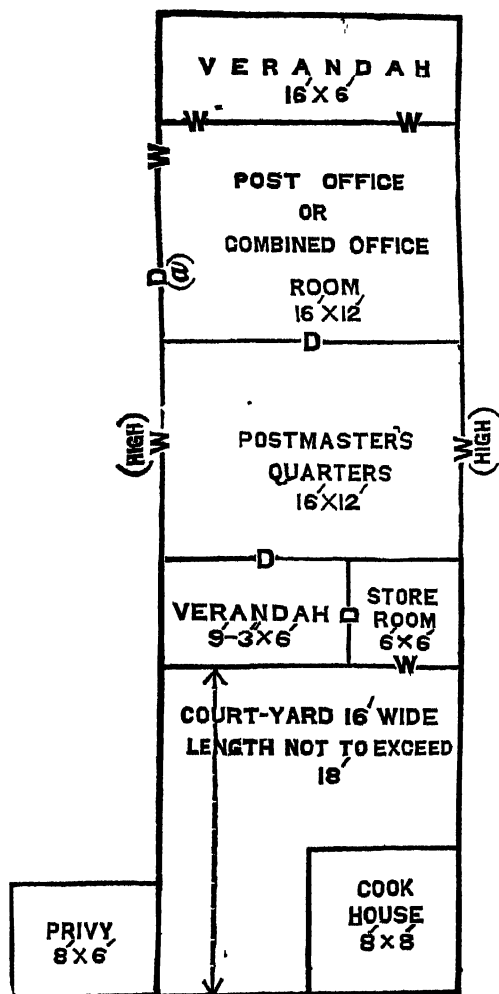
11. Division of post office buildings into three classes.—Buildings designed for use as post offices are divided into three classes. It is unnecessary to prescribe type plans for the larger post offices because the requirements of important places vary largely according to local circumstances, though in some circles type plans have been adopted for 1st and 2nd class post offices.

12. Three classes of type plans.—Most buildings constructed for post offices fall under one of the three classes named above for which the following type ground plans are prescribed. The plans show the maximum residential accommodation which can be provided for the postmaster. These plans are subject to such modifications as local circumstances may require. Out-houses for clerks, postmen, mail peons, etc., if entitled to free accommodation under rule 14 (c) may be provided.

## A

Plan of lower class office (post office or combined office) where the postmaster is not assisted by a clerk.

Scale 10 ft. = 1 inch.



(a) Narrow door fitted with strong wire-netting.

NOTE 1.—The two windows in the postmaster's quarters should be high.

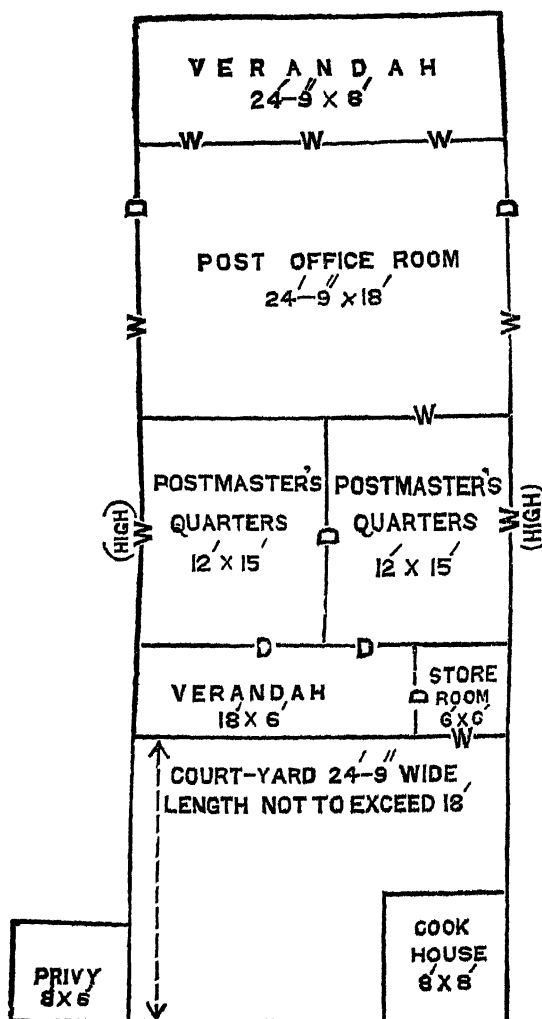
NOTE 2.—The wall between the post office room and the postmaster's quarters should be sufficiently thick to allow of recesses being made for shelves.

NOTE 3.—A window and door may also be provided on the other side of the office room to meet local requirements.

## B

Plan of middle class post office (not a combined office) where the postmaster is assisted by a clerk.

Scale 12 ft.=1 inch.



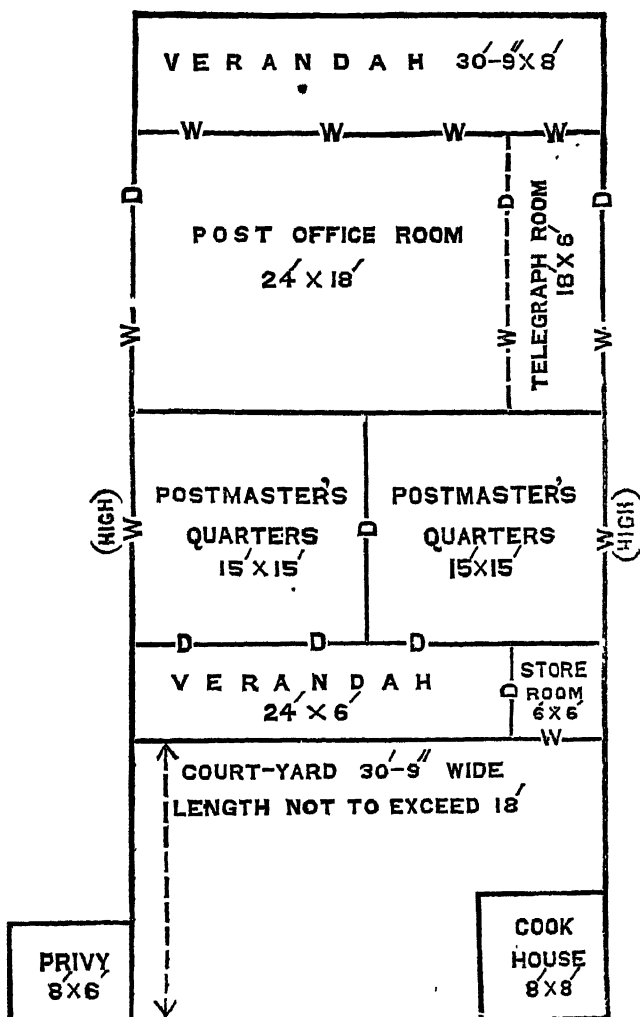
NOTE 1.—The wall between the post office room and the postmaster's quarters should be sufficiently thick to allow of recesses being made for shelves.

NOTE 2.—The two doors on the side of the post office room should be divided into two parts so that both parts can be opened at the same time or the upper-half can be opened while the lower-half is closed.

## C

Plan of combined office with a separate telegraph room.

Scale 12 ft. = 1 inch.



NOTE 1.—The wall between the office room and the postmaster's quarters should be sufficiently thick to allow of recesses being made for shelves.

NOTE 2.—The two doors on the sides of the post office and telegraph rooms should be divided into two parts so that both parts can be opened at the same time or the upper-half can be opened while the lower-half is closed.

NOTE 3.—A space measuring 18' x 6' at one end of the post office room should be railed off for the telegraph branch of the office, and there should be an opening in the railing for communication with the post office room.



**13. Postmaster-General to determine the class of office required.**—It will rest with the Postmaster-General to determine the particular class of office required in each case, and, in deciding this point, due regard should be paid to the local requirements of the place, the importance of the work of the office, and the establishment for which provision has to be made. The situation of the office should be central.

**14. Principal points to determine the accommodation required.**—When estimating the accommodation required for a post office the following are the principal points to be borne in mind :—

- (a) The office work in all its branches should be conducted in one room large enough for the convenient arrangement of the furniture, and containing space sufficient for every member of the establishment to work under the eye of the postmaster. This does not refer to the work of a signaller in a combined office, whom it may be necessary to place in a separate room.
- (b) Postmasters are required by the rules to reside on the post office premises, and therefore they should be provided with quarters for themselves and also, where actually necessary, for their families.
- (c) Free accommodation may also be provided for "such other establishment as it may be necessary for the proper discharge of the work of a post office to have resident on the premises."\* It is only however in very exceptional cases that residential accommodation is necessary for any one except the postmaster and one or two postmen or runners. Except when absolutely necessary residential accommodation should not be provided for any post office clerk.
- (d) A front verandah should be provided for the convenience of the public transacting business with the post office; and in order to prevent the public from entering the post office, the office room should have no door communicating with this verandah.

#### CONSTRUCTION OF BUILDINGS.

##### [*Public Works buildings.*]

**15. Proposals for minor works.**—When a building is to be constructed for a post office by the Public Works Department from the postal minor works grant, or additions and alterations are to be made in an existing building, the Postmaster-General should, in the first instance, submit the proposal with a rough plan or sketch, to the Director-General for administrative approval, reporting the approximate cost of the work as estimated by the Public Works Department. The cost of the proposed quarters for the postmaster, when the proposal relates to the construction of a new building, and the cost of the existing quarters when it is for additions and alterations to such quarters, should be separately shown in the estimate.

\* Resolution of the Government of India, Finance and Commerce Department, No. 1626, dated the 7th July 1873.

II The report should also explain fully the necessity for the work and give details of the establishment employed and amount of business transacted by the office, to enable the Director-General to see that the accommodation proposed and the cost are not excessive with reference to the status of the office. In the case of a combined office, the Postmaster-General should state in his report whether the Divisional Superintendent of Telegraphs has been consulted with regard to the requirements of that Department and the views of the Divisional Superintendent of Telegraphs should be communicated. The share of the cost debitable to the Telegraph Department, which should ordinarily be calculated according to the accommodation provided for the telegraph branch, should be shown separately in the estimate.

III. On receipt of administrative approval—not before—the Postmaster-General should address the Public Works Department with a view to the preparation of a fair plan and detailed estimate. The plan and estimate should be submitted in due course to the Director-General for formal sanction and allotment of funds for the work. When funds have been allotted, the plan and estimate should be returned to the officer from whom they were obtained, and the Postmaster-General should place himself in communication with the Public Works Department with a view to the early commencement of the work, and take measures to ensure its completion as soon as possible, so that no portion of the allotment may lapse.

16. **Proposals for major works.**—When a Postmaster-General intends to include a major work in his Schedule of postal public works (*see rule 30*), he should submit, as early as possible, for the Director-General's administrative approval, a preliminary report and a statement of probable cost with such general plans, or sketches, as may be necessary to exemplify the proposal. If the proposal involves the question of provision of quarters for the postmaster, the cost of the proposed quarters in the case of new buildings and the cost of the existing quarters in the case of additions and alterations to them should be reported. If the work relates to a combined office the Postmaster-General should state in his report whether the Divisional Superintendent of Telegraphs has been consulted with regard to the requirements of that Department and the views of the Divisional Superintendent of Telegraphs should be communicated.

II. If a major work relates to a combined office, the approval of the Director-General of Telegraphs will be obtained by the Director-General of the Post Office who will then communicate administrative approval to the Postmaster-General. Only such proposals as have been accepted by the Director-General of Telegraphs and administratively approved by the Director-General of the Post Office should be included in the circle schedule. In emergent cases, however, a major work, which does not relate to a combined office, may be entered in the circle schedule even though a preliminary report may not have been submitted; but when this is done a full report with rough plans and estimate, should follow as soon after the schedule as possible.

III. The execution of any particular project will depend on funds being sanctioned for it by Government, and fair plans and detailed estimates should not be obtained until it is known that funds will be soon available.

IV. When the Civil Works Budget Estimate is issued by Government and it is known for what major works funds will be provided during the ensuing year, the rough plans and estimates relating to each of those works as have not, for special reasons, already received administrative approval, will be returned to the head of the circle concerned with a letter communicating the administrative approval of the Director-General, if the estimated cost of the work does not exceed R20,000, or of the Government of India if the estimated cost exceeds that sum.

V. The Postmaster-General should then place himself in communication with the Local Government or Administration concerned on the subject. On receipt of the fair plans and detailed estimates for works administratively sanctioned by the Director-General they should be forwarded to the Director-General for countersignature in token of final approval.

17. Postmasters-General to report the dates of commencement and completion of every original work.—When funds have been allotted for a new building or for additions or alterations to an existing building, the Postmaster-General should ascertain from the local postal officials when the work is taken in hand, and report the fact for the information of the Director-General.

II. On the completion of a work other than a petty work\* a completion certificate will be forwarded by the Executive Engineer to the Postmaster-General† for signature. In the case of a petty work, the completion certificate appears at the foot of the requisition and will be forwarded, for signature, to the Superintendent of post offices or other local officer of the post office who signed the requisition or estimate in the first instance. Before countersigning and returning the certificate the Postmaster-General or other officer concerned will satisfy himself that the demands of the Department have been properly met. The Postmaster-General should report to the Director-General the date of completion of every original work as shown in the certificate.

#### *Departmental buildings*

18. Proposals for cheap works to be executed by departmental agency.—In the case of cheap works for the execution of which departmental agency is employed (*vide* rule 6) the necessity for the work should first be proved to the satisfaction of the Postmaster-General. An estimate should then be prepared under the direction of the Superintendent of the division, and submitted for approval to the Postmaster-General, who will forward it to the Director-General, accompanied by a statement of grounds showing the necessity for the work.

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\* A "petty work" is one which is estimated to cost not more than R200.

† If the completion certificate is received by the Superintendent or postmaster from the Executive Engineer it should be forwarded by him to the Postmaster-General with a report.

19. Provision of funds for the work carried out by departmental agency.—On receipt of the Director-General's sanction, the Postmaster-General will provide funds for the work by ordering an advance under the rules, Volume I. The money so advanced will be made over to the Superintendent, or other official according to the instructions of the Superintendent, and will be adjusted on the completion of the work as ordered in the rules. The work should at once be executed under arrangements made by the Superintendent. If the amount sanctioned is not expended before the close of the official year it will lapse, and a fresh sanction will be necessary before the expenditure can be incurred and charged in the accounts of the next year.

20. Postmasters-General to communicate the actual expenditure on works carried out by departmental agency to the Comptroller and the dates of commencement and completion of the work to the Director-General.—The date of commencement of the work should be reported to the Postmaster-General, and, on completion, a final report, accompanied by a certificate that the work has been properly executed, together with an account in detail of the expenditure actually incurred, should be submitted to the Postmaster-General, who will communicate this information to the Comptroller to enable that officer to see that the unexpended balance (if any) has been properly repaid to, and credited by, the head post office. The Postmaster-General will also report to the Director-General the dates of commencement and completion of the work.

#### FIXTURES AND FITTINGS.

21. Fixtures and fittings in post office buildings.—The Executive Engineer, or other person charged with the preparation of plans for post office buildings, should be requested to provide for the following fixtures and fittings, *viz.* :—

- (a) There should be as many windows opening on to the front verandah as there are departments of the office which deal separately with the public, so that business can be transacted at these windows ; but one window will suffice for two or more departments the work of which is done by the same clerk. A writing-ledge should be provided at each window to enable the public to fill up forms, etc.
- (b) A letter-box should be fixed in the wall in the main verandah.
- (c) Provision should be made for embedding and securing the office safe or safes in accordance with the rules on the subject in the *Post Office Manual*, and also for securing the windows with iron bars or gratings.
- (d) Recesses in the walls of the post office room should be fitted with shelves for records, stationery, etc. These shelves, some of which may be fitted with pigeon-holes, should be provided with doors so that the recesses may serve as cupboards. The use of almirahs should be avoided as far as possible, as they take up space in the office which is required for work.
- (e) A counter, with lockers, should run along the wall inside the office room and in front of the windows at which business is transacted with the public. This counter will serve as a desk or table for the clerks who deal with the public.

- (f) A sufficient number of hooks should be fixed in the verandah at a reasonable height from the ground on which to hang notice-boards exhibiting postal notices, etc. Hooks should also be fixed inside the office-room for hanging up notices, etc. Attention should be paid to the appearance of the verandah and office, which must always be kept neat and tidy.
- (g) The number of punkhas required in the office rooms of head post offices should be provided for in the estimate as "fittings." If necessary, one punkha for the head postmaster's quarters may also be included in the estimate, but the previous sanction of the Director-General must be obtained for any additional punkhas that may be required for the head postmaster's quarters.

The subject of the fixtures and fittings required for an office should in each case be carefully thought out, and if any fittings other than those mentioned above are needed, *e.g.*, sun-shades, etc., steps should be taken to have them provided. The sufficiency of the arrangements made for affording light by means of windows and sky-lights should receive special attention.

NOTE.—Punkhas required for existing head offices in P. W. D. buildings will also be supplied as "fittings" by the P. W. D. on allotments from the minor works grant which must be sanctioned by the Director-General for this purpose.

#### EXECUTION OF REPAIRS.

**22. Repairs to post office buildings borne on the books of the Public Works Department.**—Repairs to Public Works buildings will be carried out by the Public Works Department, and the cost will be met by the Local Government or Administration. The Postmaster-General however should see that the buildings are maintained in good condition, and address the Public Works Department when necessary on the subject.

**23. Repairs to fixtures and petty repairs to doors, etc., of a post office building borne on the books of the Public Works Department.**—The repair of fixtures (record-racks, shelves, punkhas, etc.), and all petty repairs to doors and windows, including the replacement of broken glass, will be provided for by the postmaster or other officer occupying the building, except when required as part of a general repair, and he will be answerable for the general condition of the building, including the glass in each room and fixtures, and also for taking precautions against the attacks of white ants, giving strict attention to the cleanliness of the interior and neatness of the exterior and surroundings, etc. Charges for such items may be made by the officer concerned in his contingent bill. The Executive Engineer will not supply or repair furniture, screens, purdahs, or tatties, nor will he perform any of the duties specified above as devolving on the departmental officer in charge.

**24. Repairs to departmental buildings.**—Repairs to departmental buildings will be executed by the officials of the Post Office. An estimate of the probable cost, with a report describing the necessity for the work, will be submitted by the Superintendent to the Postmaster-General and may be sanctioned by the latter subject to Budget limits, provided that the cost does not exceed Rs500. When the cost exceeds that sum, the sanction of the Director-General is necessary.

**25. Provision of funds for repairs of departmental buildings.**—The cost of repairs to departmental buildings will be provided in the same way as funds for their construction.

#### PURCHASE, TRANSFER AND SALE OF BUILDINGS.

**26. Purchase of buildings for the use of a post office.**—No building may be purchased for the use of a post office or postal official without the sanction of the Director-General, to whom a survey and valuation report obtained from the Executive Engineer should be submitted, except when the cost of the building does not exceed that of an ordinary departmental building.

**27. Provision of funds for the purchase of buildings.**—The provision of funds for the purchase of buildings will be made in the same way as for original works or for the construction of departmental buildings, as the case may be.

**28. Transfer of buildings to the Public Works Department when not required by the Post Office.**—Should a building which is borne on the books of the Public Works Department not be repairable, or for any reason be no longer required for postal purposes, the Postmaster-General should report the case to the Director-General and ask for sanction to transfer the building to the Public Works Department. On receipt of the Director-General's sanction the Postmaster-General will inform the Public Works Department of the Local Government or Administration in his circle that the Post Office places the building at the disposal of the Public Works Department, and attach a copy of the Director-General's sanction. The Local Government or Administration will then take the necessary steps for the disposal of the building.

**29. Sale or dismantlement of departmental buildings.**—No departmental building except a runner's hut may be sold or dismantled without the sanction of the Director-General. The sale or dismantlement of a runner's hut may be sanctioned by the Postmaster-General on his own authority.

#### PROVISION OF FUNDS.

**30. Postmasters-General to submit schedules of demands for postal public works to the Director-General.**—In the month of July of each year the Postmaster-General will submit a schedule, in the form attached to these rules, exhibiting the probable requirements of his circle for postal public works (major and minor) during the ensuing official year, so as to reach the Director-General's office on or before the 1st of August at the latest. Each major and minor work should be entered under its proper head with details showing the amount of the estimate, the nature of the work and the grounds for the proposal. In Part IV of the schedule a lump sum should be added for unforeseen requirements. The schedule should be accompanied by a separate statement giving particulars of probable demands in connection with accommodation for telegraph work in combined office buildings.

NOTE.—See rule 16-I and II.

**31. Schedules should embrace only really urgent works.**—As the funds at the disposal of the Government are limited the proposals of the Postmaster-

General should be restricted to really urgent works, and, as a general rule, the total estimated requirements under the respective heads of "Major Works" and "Minor Works" should not exceed the average of the allotments of the previous three years.

32. Funds for repairs of post offices which are Public Works buildings.—The Post Office has no concern with the provision of funds for repairs to Public Works buildings, the amount to be provided in the Budget Estimate for the purpose being left to the discretion of Local Governments and Administrations.

33. Schedule submitted to the Government of India.—From the schedules received from Postmasters-General a general schedule will be prepared in the Director-General's office and will be submitted to the Government of India not later than the 1st December. The orders of the Government of India on this general schedule will be communicated in due course to the Postmasters-General.

34. Major and Minor works should be carried out as rapidly as possible.—As the grants made by the Government of India for major works and the allotments sanctioned by the Director-General for original minor works lapse if unexpended at the close of the official year to which they appertain, Postmasters-General should take steps to have all works commenced and completed as early as possible by the Public Works Department. If, for any special reason, an allotment sanctioned for any particular work cannot be utilised for that work, an early report should be made to the Director-General with a view to transfer the allotment to some other work so that the money may not lapse.

35. Provision of funds for the construction and repair of departmental buildings.—The provision of funds for the construction and repair of departmental buildings will be separately made by the Director-General in his departmental budget.

Appx. No. 15.
Form 1

Schedule of Postal Public Works of the \_\_\_\_\_ Circle for  
the year 19 \_\_\_\_ -19 \_\_\_\_

#### I.—MAJOR WORKS.

*Already approved by Director-General.*

Description of building and name of place.	Amount of estimate.	Remarks. (The No. and date of Director-General's letter approving of the proposal should be cited in this column.)

## II.—MAJOR WORKS.

*Not yet approved by Director-General.*

Description of building and name of place.	Amount of estimate.	Remarks citing any previous correspondence on the subject with Director-General, describing the nature of the work and stating the grounds for the proposal, etc.

## III.—MINOR WORKS.

*Already approved by Director-General.*

Description of building and name of place.	Amount of estimate.	Remarks. (The No. and date of Director-General's letter approving of the proposal should be cited in this column.)

## IV.—MINOR WORKS

*Not yet approved by Director-General.*

Description of building and name of place.	Amount of estimate.	Remarks citing any previous correspondence on the subject with Director-General, describing the nature of the work and stating the grounds for the proposal.

Dated \_\_\_\_\_—19 .

Postmaster-General.

APPX. NO. 15. Form <u>2</u>
--------------------------------

## FORM OF LEASE No. 1.

ARTICLES OF AGREEMENT made and entered into this  
 day of \_\_\_\_\_ one thousand nine hundred and  
 between \_\_\_\_\_  
 hereinafter called the Lessor of the one part and the Secretary of State for



India in Council represented for the purposes of this lease by the Postmaster-General of \_\_\_\_\_ hereinafter called the Lessee of the other part.

*First.*—That the said Lessor agrees to let to the said Lessee his successors and assigns the said Lessee agrees to rent from the said Lessor that messuage or dwelling-house with out-houses and appurtenances situated in the \_\_\_\_\_

Description of house.	
Period of lease and amount of rent.	

and bounded on \_\_\_\_\_

for a period of \_\_\_\_\_ years from the \_\_\_\_\_ day of \_\_\_\_\_ at a monthly rent of R \_\_\_\_\_ only.

*Second.*—That the rent is to commence from the \_\_\_\_\_ day of \_\_\_\_\_ and is payable before \_\_\_\_\_ of each and every succeeding month regularly without any objection or abatement whatsoever till the expiration of the aforesaid period.

*Third.*—That the said Lessor agrees and binds himself his heirs executors administrators or assigns to pay all Government and Municipal taxes and the said Lessee his successors and assigns not to pay any tax or taxes.

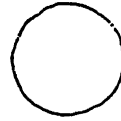
*Fourth.*—That the said Lessee agrees and binds himself his successors and assigns not to make any changes alterations and additions except fittings and fixtures as may be required for carrying on postal duties in or to the said premises during the aforesaid period without first obtaining a previous written consent from the said Lessor his heirs executors administrators or assigns and that all such changes alterations additions except fittings and fixtures so made shall become and be considered the property of the said Lessor after they are once made and the Lessee his successors or assigns shall have no liberty to remove them either before or after the expiration of the aforesaid period.

*Fifth.*—That the said Lessee agrees and binds himself his successors or assigns to give up peaceful possession of the said premises after the expiration of this lease in the same good state and condition (reasonable tear wear fire and such other accidents excepted) and the Lessor shall have full liberty to inspect the said premises at any reasonable business hour after giving twenty-four hours' previous written notice to the Postmaster of \_\_\_\_\_

*Sixth.*—That the said Lessor his heirs executors administrators or assigns shall not be bound to do any repairs to the said premises during the aforesaid period save and except white-washing tile-turning and dammering the roof and the gutters as usual before the approach of the monsoon and save and except any such heavy repairs as may be necessitated by the falling down of a wall roof or timber or any part of the house and out-houses.

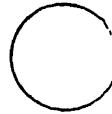
*Seventh.*—Three months before the expiration of the aforesaid period  
 Notice to be given. either party is to give three months' written notice  
 to vacate the said premises.

Signed, sealed and delivered by \_\_\_\_\_



in the presence of \_\_\_\_\_

Signed, sealed and delivered by }  
 the Postmaster-General of \_\_\_\_\_ }



in the presence of \_\_\_\_\_

\_\_\_\_\_

Appx. No. 15.  
 Form \_\_\_\_\_  
 3

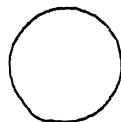
### FORM OF LEASE No. 2.

KNOW all men by these presents that I \_\_\_\_\_  
 son of \_\_\_\_\_ village \_\_\_\_\_ thana \_\_\_\_\_  
 in the District of \_\_\_\_\_ do hereby  
 lease out to the Secretary of State for India in Council his successors in office  
 and assigns the \_\_\_\_\_ house and out-houses together with the  
 piece of land on part whereof they are erected and all the easements and  
 appurtenances belonging thereto situated at \_\_\_\_\_  
 in the Registration District of \_\_\_\_\_ and thana of \_\_\_\_\_  
 the said land containing by measurement  
 \_\_\_\_\_ bighas \_\_\_\_\_ cuttas \_\_\_\_\_  
 chatacks and bounded on the North by \_\_\_\_\_  
 on the South by \_\_\_\_\_  
 on the East by \_\_\_\_\_  
 and on the West by \_\_\_\_\_  
 the said houses and lands to be held and enjoyed by the said Secretary of  
 State for India in Council his successors in office and assigns for \_\_\_\_\_  
 years from the day of \_\_\_\_\_ 19 \_\_\_\_\_ at a monthly rent of  
 R \_\_\_\_\_ annas \_\_\_\_\_ pies \_\_\_\_\_ to be paid on  
 or before the fifteenth day of the month following that for which the rent is  
 due. I do also hereby covenant and declare that I will at my own expense

keep the said premises wind and watertight and in good and tenantable condition and that on my failing to do so the Secretary of State for India may carry out the necessary repairs and deduct the cost from the rent. And I do further covenant and agree that if the said Secretary of State for India in Council his successors in office and assigns shall be desirous of renewing the lease of the said premises for a further term of 5, 10, or 15 years and shall give notice of such intention to me my heirs executors administrators or assigns one month before the expiration of the lease hereby granted I my heirs executors administrators or assigns will forthwith execute and deliver to the said Secretary of State for India in Council his successors in office or assigns a renewed lease of the said premises for the said further term of years at the same rent and under the same conditions as are herein contained excepting only this last condition.

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
by \_\_\_\_\_

in the presence of \_\_\_\_\_



I hereby agree on behalf of the Secretary of State for India in Council to the terms and conditions described above.

\_\_\_\_\_  
WITNESS.

\_\_\_\_\_  
POSTMASTER-GENERAL OF \_\_\_\_\_

Date \_\_\_\_\_ 19 .

Date \_\_\_\_\_ 19 .

\_\_\_\_\_

## CONTENTS OF APPENDIX No. 16.

### INSTRUCTIONS RELATING TO THE EXTENSION OF THE HOURS OF BUSINESS OF POST OFFICES.

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| <ol style="list-style-type: none"><li>1. Object to be kept in view.</li><li>2. Different hours to be fixed in some cases to suit local circumstances.</li><li>3. Number of open hours to be never less than prescribed in rule 1.</li><li>4. System of reliefs.</li><li>5. Steps to be taken in extending hours of business of a head office.</li><li>6. First step.</li></ol> | <ol style="list-style-type: none"><li>7. Second step.</li><li>8. Third step.</li><li>9. Fourth step.</li><li>10. Fifth step.</li><li>11. Work to be watched for a day or two for purpose of testing success of the new system.</li><li>12. Results secured by system.</li><li>13. Introduction of system in sub-offices.</li></ol> |
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## APPENDIX No. 16.

## Instructions Relating to the Extension of the Hours of Business of Post Offices.

1. Object to be kept in view.—In extending the hours of business of head offices the main object to be kept in view is to give the public an opportunity of transacting the different classes of postal business during the hours noted below:—

(1) For disposal of references and applications	7 A.M. to 6 P.M.
(2) „ registration . . . . .	7 A.M. to 6 P.M.
(3) „ insurance . . . . .	
(4) „ posting parcels . . . . .	
(5) „ „ value-payable articles . . . . .	
(6) „ granting certificates of posting . . . . .	
(7) „ sale of postage stamps . . . . .	10 A.M. to 4 P.M.
(8) „ issue of money orders . . . . .	
(9) „ savings bank business . . . . .	
(10) „ sale of British postal orders . . . . .	6 A.M. to 6 P.M.
(11) „ issue of telegraphic money orders . . . . .	
(12) „ payment of telegraphic money orders . . . . .	6 A.M. to 6 P.M.

2. Different hours to be fixed in some cases to suit local circumstances.—In some cases local circumstances may make it desirable to adopt somewhat different hours for particular classes of business. For instance, if the most important mail of the day leaves at 11 A.M., in order to give the public time for the transaction of all classes of business before the departure of that mail, the following hours might be adopted:—

(a) Postal business properly so-called [classes (1) to (7)] . . . . .	7 A.M. to 6 P.M.
(b) Postal banking business [classes (8) to (10)] . . . . .	7 A.M. to 9 A.M. and 12 noon to 4 P.M.
(c) Issue of telegraphic money orders . . . . .	6 A.M. to 6 P.M.
(d) Payment of telegraphic money orders . . . . .	6 A.M. to 6 P.M.

3. Number of open hours to be never less than prescribed in rule 1.—The hours noted in rule 1 above should, however, always be those aimed at: and no arrangement should be adopted for any head office (other than a Presidency office) which does not give the public at least as many open hours as are shown in paragraph 1 against the different classes of postal business.

4. System of reliefs.—In order to give the public the advantage of longer postal hours without any increase of establishment, it will be necessary to arrange a system of reliefs under which the entire work of the office will be

attended to by one, two, or more clerks at a time, according to the amount of business at the different hours of the day, the responsibility of each clerk for all the work done by him in each department being fixed by the exchange of receipts.

5. Steps to be taken in extending hours of business of a head office.—In order to put into practice the principles stated above and extend the hours of business of a head office without any increase of establishment, the head of the circle should depute to the office, for the purpose, an officer, who has himself seen the system introduced and at work in another office, or who the head of the circle is satisfied understands both the principles of the system and the method in which it should be introduced. That method is described in the next five rules:—

6. First step.—The first thing to be done by the officer on reaching an office in which the system is to be introduced is to watch the work in every department throughout the day, *i.e.*, from the opening to the closing of the office, and to continue watching it day after day until the circumstances of the office are thoroughly grasped, *i.e.*, until the officer knows exactly at what hours work with the public in each department is heavy or light or practically at rest, bearing in mind that in many parts of the country it is the practice for the whole population to rest or sleep during hours in which it was formerly the rule to require the entire establishment of the Post Office to be present. The officer must at the same time make himself thoroughly familiar with the hours of receipt and despatch of mails, and the amount and character of the work to be done at those times. Too much importance cannot be attached to this matter, nor can the officer be too careful in mastering the circumstances of the office he is dealing with, in every detail, however unimportant; for, unless he thoroughly grasps all the work of the office, it will not be possible for him to arrange for the punctual disposal of departmental work and prompt attention to the public, and at the same time avoid any waste of establishment and make an even distribution of work among the different members of the staff.

7. Second step.—The next step is to note how many clerks are required to do the work of the office, including business with the public, during the different hours of the day, bearing in mind that when very few persons come to the office on business one man can attend to them all, whether they all come to issue money orders, or a few to issue money orders, a few to register letters, a few to post parcels and a few to buy stamps, and perhaps even one or two to send telegrams.

8. Third step.—Having settled how many men must be at work at each hour of the day, and what work each of them is to do in that hour, the officer with the staff before him should so distribute them as to make changes of work from hand to hand, as few as possible, to place the most difficult and responsible work in the best hands and to confine the duty of sorting, as far as practicable, to the regular sorting establishment. In doing this he must be guided largely by the postmaster, who should also be consulted throughout if the arrangement is to work satisfactorily. It should, however, always be borne in mind that a postmaster is at first almost sure to think that it is impossible to give longer hours of business with the public without increasing work.

While, therefore, he should be freely consulted as to the qualifications of his staff and the best distribution of work among the different clerks, he should not be allowed to raise any objections as to a clerk doing several kinds of work, or any other objections aimed at the principles of the system, which must be taken as established by experience. It is certain that, when the system is at work, the postmaster will accept it as an improvement and as giving relief to his establishment, and often even to himself.

9. Fourth step.—Having arranged the work of the day among the different members of the staff, an order should be drawn out showing exactly what the distribution of the work will be, the hours of attendance of each clerk, the work he will have to do when in attendance, the clerks to whom he will have to make over charge when his attendance is over, the manner in which he will have to make over charge, and the duties of the postmaster. Two statements, (A)—showing the distribution of work of a large head office and the hours of attendance of the postmaster and his clerks, both before and after the introduction of the long open hours, and (B)—a similar statement for a small head office, are to be found at the end of this Appendix. A copy of the orders issued as well as of the statement of distribution of work and hours of attendance of the postmaster and the clerks prepared on these models, should be forwarded to the head of the circle, who should have them carefully checked in his office. The procedure to be followed in giving and taking receipts when the departments pass from one clerk to another is of the greatest importance, and should, in each case, be carefully and clearly prescribed, as on the receipts depend the responsibilities of the different clerks. Experience has shown that the following books are the most convenient ones for the entry of receipts on the transfer of the current work of a department from one clerk to another :—

- |   |  |
|---|--|
| (a) <i>For registered articles (whether received for delivery or onward despatch or posted in the office).</i>  | } The registered abstract (at foot of the page).   |
| (b) <i>For parcel mail articles (whether received for delivery or onward despatch or posted in the office).</i> |  |
| (c) <i>For money orders received for issue and any cash transferred therewith.</i>                              | } The book of money order receipts.  |
| (d) <i>For money orders received for payment or onward despatch.</i>  |  |
| (e) <i>For cash belonging to the savings bank department.</i>   | } The money order abstract (at foot of the page).<br>The treasurer's cash book, if transferred to or by the treasurer, and in other case the receipt book of the official by whom transferred. |
| (f) <i>For any other cash transaction.</i>  |  |

10. Fifth step.—The officer introducing the system should next explain to each clerk his duties under the new system and then introduce it without giving any prior notification to the public. He should then watch the working of the system for a day or two so as to see whether any modifications are necessary or whether, as a fact, any man has at any hour too much to do, and generally whether any improvement is possible. Having satisfied himself that the

arrangement he has finally made is the best possible, he should prepare and issue in the postmaster's name a notice to the public that from the first day of the following week, or any other convenient and not more distant date, the hours of business with the public will be as shown in the office order already recorded.

11. Work to be watched for a day or two for purpose of testing success of the new system.—It then only remains for the officer who has introduced the system to watch its working for a day or two until he has removed all doubts and difficulties in the way of certain success. In some cases it may be found (as has been found to be the case in some offices) that the staff is really too large for the work under the new system. In such cases the officer introducing the system should exclude the superfluous clerk or clerks from his scheme, as otherwise the subsequent reduction of establishment would necessitate a revision of his office order. The hands dispensed with can remain in the office as supernumeraries until orders for their transfer or disposal are received. It will be possible in all cases to extend the hours of business of a post office without any increase to its establishment.

12. Results secured by system.—The results that will be secured by extending the hours of business of post offices are—

- (a) Greater public convenience and satisfaction.
- (b) The spread of practical knowledge of head office work in all departments among a large number of men, thus making the staff more useful and facilitating questions of transfer.
- (c) Some additional security against fraud by dishonest clerks. A clerk in sole charge of a department may avoid detection for a long time by putting off complaints and altering the books and other documents; but when the books of a department and its business with the public are daily in the hands of two or more clerks, the chances of fraud are reduced.
- (d) Shorter hours of attendance for those clerks and postmasters whose hours of attendance were too long.

13. Introduction of system in sub-offices.—The system described above in detail for head offices may also be applied to sub-offices which have one or more clerks (including signallers but excluding probationary clerks) in addition to a sub-postmaster. For such sub-offices the following working hours will ordinarily be suitable :—

(1)	For references and enquiries . . . . .	} 7 A.M. to 6 P.M.
(2)	„ <i>poste restante</i> . . . . .	
(3)	„ sale of stamps . . . . .	
(4)	„ grant of certificate of posting . . . . .	
(5)	„ registration . . . . .	
(6)	„ insurance . . . . .	} 10 A.M. to 4 P.M.
(7)	„ posting of parcels of all kinds . . . . .	
(8)	„ ordinary money order business . . . . .	
(9)	„ sale of British postal orders . . . . .	
(10)	„ savings bank business . . . . .	
(11)	„ issue of telegraphic money orders . . . . .	6 A.M. to 6 P.M.
(12)	„ payment of telegraphic money orders . . . . .	6 A.M. to 6 P.M.



II. It will not be necessary for both the sub-postmaster and clerk to be present continuously from 6 A.M. to 6 P.M. Each of them can be absent for from two to three hours, the hours of their absence being selected during the least busy part of the day. When the work is heaviest, both the sub-postmaster and clerk should be present. If the sub-postmaster's assistant is a signaller, he must be in attendance during all the hours for which the office is open for the receipt and despatch of telegrams. When the sub-postmaster leaves the office for two or three hours during the period for which it is open for business with the public, it will often be necessary for him to make over to the clerk registered articles, parcels, money orders, and cash. For all such articles made over, receipts should be taken; for registered articles, parcels, and money orders in the registered, parcel, and money order abstracts, and for cash in the sub-office account. Similarly, when the clerk leaves office during business hours, he should obtain receipts, in the books first named, for any articles made over by him to the sub-postmaster. If the sub-postmaster is not himself on duty during the whole period during which the savings bank is open, he must still perform the postmaster's special duties in respect of any savings bank transactions that may take place.

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## A

Statement showing the distribution of work of a head office with 10 clerks and 1 probationary clerk and hours of attendance of the postmaster and each clerk before and after the introduction of the long open hours.

[ Hours of business as in rule 1 of this Appendix. ]

BEFORE THE INTRODUCTION.					AFTER THE INTRODUCTION.						
1	2	3	4	5	6	7		8	9	10	11
Designation of official.	Extreme limits of hours of attendance.	Time allowed for food and rest between the hours entered in column 2.	Actual working hours.	Brief description of duties.	Designation of official.	HOURS OF ATTENDANCE.		Actual working hours.	Brief description of duties.	Decrease in working hours under new system.	REMARKS.
						From	To				
Postmaster.	5 A.M. to 8½ P.M.	3 hours	12½ hours	Usual duties of postmaster.	Postmaster	5 A.M. 2 P.M.	10 A.M. 6½ P.M.	9½ hours	Usual duties of a postmaster.	3 hours.	
Head clerk.	5 A.M. to 7 P.M.	3 hours	11 hours	In charge of sub-account and assistants postmaster in account work.	(a) Head clerk	10 A.M.	6 P.M.	8 hours	In charge of sub-account assistants postmaster in account work. Is in charge of the office from 10 A.M. to 2 P.M. during the absence of the postmaster.	8 hours.	Notes.—(a) The head clerk and the 2nd clerk will exchange duties every six months. During the 1st and 2nd quarters the head clerk will be in charge of the sub-account department, and during the 3rd and 4th quarters of the money order and British postal order departments.
2nd clerk.	6 A.M. to 7 P.M.	2 hours	11 hours	In charge of money order and British postal order departments.	2nd clerk	5½ A.M. 1 P.M.	9 A.M. 6½ P.M.	9 hours	In charge of money order and British postal order departments.	2 hours.	
3rd clerk.	6 A.M. to 7 P.M.	2 hours	11 hours	In charge of parcel department.	3rd clerk	5½ P.M. 2 P.M.	10 A.M. 6½ P.M.	9 hours	In charge of parcel department. Holds charge of the registration department from 7 A.M. to 10 A.M.	2 hours.	

4th clerk	6½ A.M. to 7 P.M.	2 hours	10½ hours	Performs treasurer's duties.	4th clerk	5½ A.M. to 2 P.M.	10 A.M. to 6 P.M.	3½ hours	Performs treasurer's duties and assists in delivery work.	2 hours.
5th clerk	8½ A.M. to 7 P.M.	1½ hours	10 hours	In charge of savings bank department.	(b) 5th clerk	9 A.M.	6 P.M.	9 hours	In charge of savings bank department. Performs money order and British postal order work in addition to his other duties from 10 A.M. to 1 P.M.	1 hour.
6th clerk	5 A.M. to 8 P.M.	3 hours	12 hours	In charge of registration department.	(b) 6th clerk	10 A.M.	6½ P.M.	8½ hours	In charge of registration department. Performs parcel work in addition to his own duties from 10 A.M. to 2 P.M. and also works as treasurer during those hours.	3½ hours.
7th clerk	5 A.M. to 8 P.M.	3 hours	12 hours	In charge of the deposit department and assists the savings bank clerk.	7th clerk	5½ A.M. to 1 P.M.	9 A.M. to 6 P.M.	3½ hours	In charge of the deposit department and assists the savings bank clerk.	3½ hours.
8th clerk	5½ A.M. to 8 P.M.	3 hours	11½ hours	Sorting and despatch work.	8th clerk	5½ A.M. to 1 P.M.	9 A.M. to 6 P.M.	3½ hours	In charge of the sorting department.	3 hours.
9th clerk	6 A.M. to 7 P.M.	2 hours	11 hours	Is assistant to money order clerk.	9th clerk	5½ A.M. to 1 P.M.	9 A.M. to 6 P.M.	3 hours	Is assistant to the money order clerk.	2 hours.
10th clerk	6 A.M. to 7 P.M.	2 hours	11 hours	Performs mail and delivery work and also sorting duties.	10th clerk	5½ A.M. to 1 P.M.	9 A.M. to 6 P.M.	3½ hours	Performs mail and delivery work and also sub-sorting duties.	2½ hours.
Probationary clerk.	6½ A.M. to 6½ P.M.	2 hours	10 hours	Performs any work given him by the postmaster and renders assistance to the clerks when necessary.	Probationary clerk.	5½ A.M. to 1 P.M.	9 A.M. to 6 P.M.	3½ hours	Performs any work given him by the postmaster and renders assistance to the clerks when necessary.	1½ hours.

(b) The 5th and 6th clerks will exchange duties every three months. During the 2nd and 4th quarters the 5th clerk will be in charge of the savings bank department, and during the 1st and 3rd quarters of the registration department.

## B

*Statement showing the distribution of work of a head office with 4 clerks and 1 probationary clerk and hours of attendance of postmaster and each clerk before and after the introduction of the long open hours.*

[Hours of business as in rule 1 of this Appendix.]

BEFORE THE INTRODUCTION.					AFTER THE INTRODUCTION.						
1	2	3	4	5	6	7 HOURS OF ATTENDANCE.		8	9	10	11
Designation of official.	Extreme limits of attendance.	Time allowed for food and rest between the hours noted in column 2.	Actual working hours.	Brief description of duties.	Designation of official.	From	To	Actual working hours.	Brief description of duties.	Decrease in work- ing hours under new system.	REMARKS.
Postmaster Head clerk.	6 A.M. to 6 P.M. 6 A.M. to 6 P.M.	2 hours 2 hours	10 hours 10 hours	Usual duties of a postmaster. In charge of sub- account, deposit and parcel duties, and assists post- master in ac- count work.	Postmaster (c) Head clerk	6 A.M. 2 P.M. 6 A.M. 2 P.M.	10 A.M. 6½ P.M. 10 A.M. 6½ P.M.	8½ hours 8½ hours 8½ hours	Usual duties of a postmaster. In charge of sub- account, deposit and parcel duties, and assists post- master in ac- count work.	1½ hours. 1½ hours.	<i>Notes.</i> —(a) The head and 3rd clerks will exchange duties every six months. The head clerk is in charge of the sub-account deposit and parcel departments during the 3rd and 4th quarters and of the registration and delivery departments during the 1st and 2nd quar- ters. (b) The 2nd and 4th clerks will exchange duties every three months. During the 2nd and 4th quarters the 2nd clerk will be in charge of the money order and savings bank depart- ments, and during the 1st and 3rd quarters of the mail and sorting depart- ments and of the treasur- er's duties.
2nd clerk.	6 A.M. to 6 P.M.	2 hours	10 hours	In charge of money order and savings bank depart- ments.	(b) 2nd clerk	10 A.M.	6½ P.M.	8½ hours	In charge of money order and savings bank depart- ments.	1½ hours.	
3rd clerk.	6 A.M. to 6 P.M.	2 hours	10 hours	In charge of re- gistration and delivery de- partments.	(a) 3rd clerk	6 A.M. 2 P.M.	10 A.M. 6½ P.M.	8½ hours	In charge of the registration and delivery depart- ments. In charge of the money order and sorting depart- ment.	1½ hours.	

4th clerk	6 A.M. 6 P.M.	2 hours	10 hours	In charge of mail and despatch department, also, treasurer.	(b) 4th clerk	10 A.M.	6 1/2 P.M.	8 1/2 hours	In charge of mail and sorting department, also, treasurer, in charge of the registration and parcel departments in addition to his own duties from 10 A.M. to 2 P.M.	1 1/2 hours.	ments in addition to his own duties from 6 A.M. to 10 A.M. and works as treasurer during the same period.
Probationary clerk.	10 A.M. to 6 P.M.	N/A.	8 hours	Performs any work given him by the postmaster and renders assistance to clerks when necessary.	Probationary clerk	10 A.M.	6 P.M.	8 hours	Performs any work given him by the postmaster and renders assistance to clerks when necessary.	N/A.	

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**POSTAL INSURANCE FUND: RULES RELATING TO POSTAL,  
LIFE INSURANCE, ENDOWMENT ASSURANCE,  
AND MONTHLY ALLOWANCES.**

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**RULE.**

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7. Form of assignment.
8. Exemption of policies and contract from stamp duty.
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10. Non-eligibility of probationers.
11. Officers admitted to the benefits of the Fund since the last issue of Government rules.

## APPENDIX No. 17.

**Postal Insurance Fund : rules relating to  
Postal Life Insurance, Endowment  
Assurance, and Monthly Allowances.****PART I.—Rules issued by the Government.**

The following rules are issued under the authority of the Government of India.

*N.B.*—The Governor-General in Council reserves to himself the right of making from time to time such additions and alterations in the rules or in the premia or subscriptions to be paid as he may consider necessary: provided that no such addition or alteration shall affect the conditions of any contract for a policy or monthly allowance which any person may have made with the Director-General of the Post Office of India under these or any other rules in force at the time of making the contract, unless such person has given his consent in writing to such addition or alteration.

**Definitions.****1. In these rules—**

The expression “Life Insurance” means a contract entered into by Government to pay a given sum of money, on the death of an individual, to his legal representatives or assigns.

The expression “Endowment Assurance” means a contract entered into by Government to pay a given sum of money to an individual, or his assigns, at a certain specified period of his life, or to his legal representatives or assigns at his death, if death occurs before the specified date.

The term “Insurance” includes life insurance and endowment assurance.

The term “Policy” means the written document containing the contract in respect of an insurance.

The term “Monthly allowance” means a fixed sum payable monthly to a purchaser during his lifetime.

The term “Contract for Monthly Allowance” means the written document containing the agreement for the payment of a fixed monthly sum to the purchaser.

The expression “Proposer” means the person who applies for a life insurance or endowment assurance policy, or for the purchase of a monthly allowance.

The expression “the insured” or “insured person” means the person to whom a policy of life insurance or endowment assurance has been issued, or with whom a contract for the payment of a monthly allowance has been concluded.

The expression "Postmaster-General" means the head of a postal circle, and includes all officers exercising the powers of a Postmaster-General.

NOTE.—The Director-General of the Post Office exercises the functions of a Postmaster-General with regard to the establishment of his own office and all officers immediately subordinate to him.

The expression "post office," as used in these rules, does not include a branch post office.

The expression "Principal District Officer" means the principal gazetted officer of the department to which the proposer or insured person belongs, in the district in which the proposer or insured person is serving. When there is no gazetted officer of the proposer's or insured person's department in the district, the term "Principal District Officer" means the gazetted officer to whom the proposer or insured person is immediately subordinate.

NOTE.—When the head of a department is himself the Principal District Officer of a proposer or insured person, he may nominate another gazetted officer of the department for the purpose of performing the duties prescribed in these rules for Principal District Officers.

The expression "Immediate Superior" means the head of the office in which the proposer is serving. If the proposer is himself the head of the office, the expression "immediate superior" means the officer to whom the proposer is directly subordinate.

The term "Premium" means the periodical payment for any policy.

The term "Subscription" means a sum of money payable either in a single sum or in monthly instalments for the purchase of a monthly allowance.

### General Rules.

2. The following persons are admissible to the benefits of the Postal Insurance Fund :—

- (1) All permanent Government servants (male or female) whose pay is audited in Civil or Public Works Account offices.
- (2) All permanent members of establishments of the Military Department, under audit of the Military Account offices, whose pay and allowances are regulated by the *Civil Service Regulations*.
- (3) All permanent Government servants in foreign service in India.
- (4) Servants paid from "Local Funds," as defined in Article 33 of the *Civil Service Regulations*.
- (5) Temporary Engineers, temporary Upper and Lower Subordinates, Clerks and temporary Draftsmen and Tracers of the Public Works Department who are declared by the Chief Engineer to be eligible for admission to the benefits of the Fund on the terms stated in the letter of the Government of India, Public Works Department, No. 461-G., dated the 8th April 1899.
- \* (6) Clerks of the office of the Registrar of the Punjab University.



3. Any person who is admissible to the benefits of the Postal Insurance Fund under rule 2—

- (a) may effect an insurance on his life for a sum not less than R50 or more than R4,000, payable at death;
- (b) may purchase an endowment assurance policy for a sum not less than R50 and not more than R4,000, payable on his attaining the age of 45 or at some subsequent specified age, or at death if death occurs before he attains the age of 45 or other specified age;
- (c) may purchase a monthly allowance, not less than 8 annas or more than R50, the payment of which may begin immediately, or at some specified future date.

4. All persons who are admitted to the benefits of the Postal Insurance Fund have direct Government security for the payment at the proper time of the money due to them.

5. Tables showing the ages at which life insurance and endowment assurance policies and monthly allowances can be purchased, and the premia or subscriptions payable in each case, are attached to these rules.

6. No person who has once been admitted to the benefits of the Postal Insurance Fund shall forfeit his right or interest in any life insurance or endowment assurance policy or monthly allowance purchased by him under these rules, by reason of his quitting the service in which he is employed, from any cause whatsoever (except that referred to in rule 7), provided that all payments due under the rules are regularly made.

7. False information knowingly furnished by a person admitted to the benefits of the Postal Insurance Fund will render void the contract concluded with him, lead to the forfeiture of all payments made, and render him liable, if he is in the Government service, to dismissal from that service.

8. Government officials are prohibited, under pain of dismissal, from making public any information of a private character obtained in the course of business regarding the Postal Insurance Fund or any transactions relating thereto.

9. A life insurance or endowment assurance policy, like other personal property, forms a portion of the estate of the holder, and his legal representatives are entitled to the payment of the sum assured in the absence of any provision to the contrary. The holder can, however, by an assignment endorsed on the policy, make the sum assured payable to any person he chooses to name, provided that it appears on the face of the assignment that it is made for valuable consideration, and that the assignment is registered in the office of the Postmaster-General. The policy-holder may arrange with the assignee of the policy that all future premia shall be paid by the latter in the manner prescribed.

NOTE.—A contract for a monthly allowance payable to the purchaser during his lifetime cannot be assigned to any other person.

10. The administration of the Postal Insurance Fund under these rules is vested in the Director-General of the Post Office who is authorised to issue from time to time such subsidiary regulations and orders as he may deem

necessary, provided that no such regulation or order shall be inconsistent with any provision of these rules or any rules that may hereafter be made by the Governor-General in Council.

11. The accounts connected with the Postal Insurance Fund will be kept in the office of the Comptroller, Post Office.

#### Life Insurance and Endowment Assurance.

12. Life insurance can be effected in two ways, *viz.* :—

- (a) By a monthly payment, until the person insured reaches the age of either 50 or 55;
- (b) By monthly payments during the life of the person insured.

An endowment assurance can be effected—

By a monthly payment, until the person insured reaches the age of 45 or some subsequent specified age not exceeding 55 years.

13. In every case the proposal for a life insurance or endowment assurance must be submitted in the prescribed form, and the proposer must undergo a medical examination. Forms of proposal are annexed to these rules.

NOTE.—Should a proposer, after undergoing the medical examination, change his mind as to taking out a policy and decide not to proceed further with his proposal, or should an insured person after taking out a policy, discontinue payment of the premia before the policy has been in force for twelve months, he will be required to pay a fixed fee of R4 for the medical examination which will be recovered in cash or deducted from the next pay due to him, as the case may require.

14. A life insurance or endowment assurance contract will be held to commence from the date borne by the policy or written document in which the contract is recorded; and the policy will be given to the person insured for custody.

NOTE.—A policy holds good in the event of a Government servant losing his life while on field service.

#### Manner of effecting an Insurance.

15. When a person wishes to insure his life under these rules, or to purchase an endowment assurance policy, he will be required to answer, in his own handwriting, if possible, the questions in the prescribed form of proposal which can be obtained at the nearest post office (head or sub), and to sign the form in the presence of his immediate superior, who will, in his turn, sign the certificate to the effect that he has read and explained the form to the proposer, and that the proposer's signature was affixed in his presence.

NOTE 1.—In the case of a proposer whose mother-tongue is English, the certificate of the proposer's immediate superior may, at his discretion, be confined to the words "I certify that the proposer's signature was affixed in my presence."

NOTE 2.—In the case of proposers in foreign service in India, and in other cases when there is any difficulty in the way of a certificate being signed by the proposer's immediate superior, the certificate may, with the permission of the Postmaster-General, be signed by the local postmaster or any other responsible Government officer.

16. The immediate superior of the proposer will compare the answers in the form of proposal with the proposer's service-book, or service-roll, and after satisfying himself that the details of the proposer's service have been properly recorded and attested, will forward the proposal and service-book, or a certified extract from the service-roll, in a registered envelope, by first mail if possible, to the Principal District Officer of the department in which the proposer is serving.

17. The Principal District Officer, on receipt of the proposal and service-book, or certified extract from the service-roll, will examine them. If the entry regarding the proposer's age in the proposal does not agree with that in the service-book, or certified extract from the service-roll, the Principal District Officer will take immediate steps to have the discrepancy reconciled. If necessary, he will obtain from other officials of the department to which the proposer belongs, or from the officials of any other department under whom the proposer may have served, or from the persons named in the proposal, or from any other source, information regarding the proposer's age.

NOTE 1.—If the record of the proposer's services is maintained in the "History of Services of Gazetted and other Officers," the Principal District Officer should examine this book to satisfy himself about the correctness of the entry in the proposal regarding the proposer's age.

NOTE 2.—In the case of proposers in foreign service in India, the functions of "Principal District Officer" will be discharged by the Postmaster-General of the circle in which the proposer is residing.

18. The Principal District Officer will then forward the proposal, in a registered envelope, to the Civil Surgeon, and request him to examine the proposer and to record his opinion regarding the proposer's age and health in the place provided for this purpose at the end of the form of proposal. He will likewise furnish the Civil Surgeon with a personal description of the proposer, so as to enable him to identify the latter, and request him to forward the proposal duly completed and signed, in a registered envelope addressed to the Postmaster-General. The despatch of the proposal to the Civil Surgeon will be intimated to the immediate superior of the proposer.

NOTE 1.—The personal description of the proposer, referred to in this rule, should contain the following particulars, viz.—(1) Height, (2) Complexion, (3) Colour of hair, (4) Colour of eyes, (5) Figure, and (6) Personal marks or peculiarities (such as soars, moles, or any peculiarity of figure or gait of a distinctive character).

NOTE 2.—When there is a Civil Surgeon in the district, the examination must be made by that officer. When there is no Civil Surgeon in the district the examination may be made by any Commissioned Medical Officer or any Medical Officer in charge of a district.

19. On receipt of intimation from the office of the Principal District Officer that the proposal has been sent to the Civil Surgeon, the proposer's immediate superior will direct the proposer to present himself for examination by the Civil Surgeon without delay. If not personally known to the Civil Surgeon, the proposer should be accompanied by some person who can identify him.

20. The Civil Surgeon will examine the proposer and require him to answer such enquiries regarding his health as he may think fit to make. He will sign the medical certificate and obtain the proposer's signature to the declaration.

on the form of proposal. He will then send the proposal in a registered envelope to the Postmaster-General.

NOTE 1.—The Civil Surgeon will receive a fixed fee of R4 for the medical examination which will be paid in such manner as the Director-General of the Post Office shall direct.

NOTE 2.—If a proposal is received from a person whose life has been previously rejected, it must be accompanied by the amount of the Medical Officer's fee for credit to the Postal Insurance Fund. If the proposal is accepted the amount of the fee will be refunded, on application, to the proposer.

21. The Postmaster-General will decide whether the proposal is to be accepted or not, after satisfying himself, among other things, that the proposer's signature made before the Civil Surgeon agrees with that made before the immediate superior. If he decides that the proposal should be accepted, he will inform the Comptroller, Post Office, of the date of acceptance and will request him to take the necessary steps for the realisation of the first premium and for the issue of a policy through the post office, to be named by the Postmaster-General, at which the proposer can most conveniently take delivery of it. The Postmaster-General will, at the same time, intimate to the proposer the acceptance of his proposal and inform him that he will be furnished by the Comptroller, Post Office, with the necessary instructions as to the amount of the first premium to be paid by him in cash and the date by which this premium should be paid in order to ensure the issue of the policy. The Postmaster-General will also communicate his acceptance or rejection of the proposal to the Principal District Officer of the department in which the proposer is serving.

NOTE 1.—The Postmaster-General may not, without the special sanction of the Director-General of the Post Office, accept as the proposer's date of birth a date which does not agree with the entry of his age in the service-book, or service-roll, or History of Services of Gazetted Officers. As to this agreement the certificate of the Principal District Officer should be accepted.

NOTE 2.—For the purposes of the Postal Insurance business the Civil Surgeon at the headquarters of each postal circle, or in the case of a Presidency town one of the Presidency Surgeons, to be selected by the Civil Administrative Medical Officer of the Province, is appointed *ex-officio* Consulting Physician to the head of the postal circle. The latter officer may refer to the Consulting Physician of the circle for opinion on any medical certificate granted to a proposer by a person who is not a Commissioned Medical Officer.

NOTE 3.—The Postmaster-General should not accept a proposal if he knows that the proposer has ceased, or at the time of tendering his first premium will have ceased, to be eligible for admission to the benefits of the Postal Insurance Fund under rule 2.

22. The Comptroller, Post Office, on receipt of information from the Postmaster-General that a proposal has been accepted, will communicate to the proposer direct the amount of the first premium to be paid by him in cash and the date—which will be 60 days from the date of acceptance of the proposal—by which the payment must be made, and will require the postmaster concerned to report to him the date and amount of the payment made by the proposer. On receipt of the postmaster's report and provided that the payment has been made within the prescribed period, the Comptroller, Post Office, will prepare the policy and give it the date on which payment of the first premium was made. The policy will bear a serial number and will be signed by the Comptroller, Post Office, on behalf of the Director-General of the Post Office. The policy will then be forwarded, registered on postal service, to the post office concerned, accompanied by a receipt for the policy

to be signed by the proposer. Intimation of the despatch of the policy will be sent at the same time to the Postmaster-General and to the proposer. The Comptroller, Post Office, will also send (or, in the case of Government servants serving in a department other than the Postal Department, request the Audit Officer of the department to send) the necessary instructions to the proposer's immediate superior as to realising the premia due on the policy.

23. On receipt of the policy from the Comptroller, Post Office, the postmaster will deliver it to the insured person and obtain the latter's signature on the receipt which accompanied it. This receipt should then be returned to the Comptroller, Post Office.

*NOTE.*—Payment of the first premium should not be accepted by a postmaster if he knows that the person tendering it is at the time no longer eligible for admission to the benefits of the Postal Insurance Fund under rule 2. In such case intimation of the fact should be given to the Comptroller, Post Office.

24. When an insurance is effected, the insured person will be supplied by the Comptroller, Post Office, (through the post office concerned) with a premium receipt-book, in which he should enter the payment of each premium, whether made in cash or by deduction from a salary bill. The necessary entries must be made in English, and if the insured person cannot write English, the entries in his book will be made by the officer who pays him his salary. If, owing to the absence on leave of the insured person, or to any other cause, the premia due are paid in cash, the postmaster receiving the money will grant a receipt for it in this book, and only those payments that are made in cash will be acknowledged in the premium receipt-book. When the book is filled up, it should be forwarded to the Comptroller, Post Office, who, after he has verified the entries, will issue a new book in which will be noted, under his signature, the month up to which premia have been paid.

*NOTE.*—In the event of a premium receipt-book being lost, the insured person should apply, through his immediate superior, to the Comptroller, Post Office, for a duplicate book, stating in his application the circumstances under which the original book was lost. The Comptroller, Post Office, will then issue a duplicate book and send it to the post office named in the application, where it will be delivered to the insured person on his paying a fee of eight annas. The Comptroller, Post Office, may, however, if he is satisfied that the original book was lost through no fault of the insured person, authorise delivery of the duplicate without recovery of the fee.

25. (a) No one life can be insured for a less sum than R50; but when a life has been insured for R50, further insurances may be effected on the same life from time to time, for any sum that is a multiple of R50, until the whole sum for which it is insured amounts to R4,000.

(b) An endowment assurance policy cannot be issued for a less sum than R50; but further assurances may be effected by the same person for any sum that is a multiple of R50, until the whole sum for which an endowment assurance is purchased amounts to R4,000.

*Exception.*—The condition as to an Endowment Assurance policy not being issued for any sum which is not a multiple of R50 does not apply to an Endowment Assurance policy issued in lieu of a Life Insurance policy under the provisions of rule 48.

26. Subject to the limitations prescribed in rule 25, any person who has purchased a life insurance policy may insure his life for a further sum. With

this object he should submit a proposal in the prescribed form. He will, in due course, be directed to present himself for medical examination and, if his proposal be accepted, he will be informed accordingly in the manner prescribed in rule 21. In the same manner, any person who has purchased an endowment assurance policy may effect a further assurance under the same terms for an additional sum, subject to the limitations specified in rule 25.

NOTE.—A person who has effected an insurance on his life may also purchase an endowment assurance policy, and a person who has purchased an endowment assurance policy, may effect an insurance on his life, provided that the aggregate sum assured under both policies does not exceed Rs.4,000.

### Purchase of Monthly Allowances.

27. (a) Monthly allowances are either “immediate” or “deferred.”

(b) An *immediate monthly allowance* is a fixed monthly income secured by payment of money in a single sum; it commences from the month succeeding that in which the purchase is concluded, and lasts during the lifetime of the purchaser.

(c) A *deferred monthly allowance* is a fixed monthly income, secured by payment of money in a stipulated number of monthly instalments extending over a period of at least five years; it commences after the expiration of a specified term of years, and lasts during the lifetime of the purchaser. The first payment of a deferred monthly allowance is due on the first day of the month following the date on which the specified term of years expires.

28. A contract for a monthly allowance will be held to commence from the date borne by the contract or written document, and the contract will be given to the purchaser for custody.

29. The monthly allowance granted on any one life cannot consist of any sum which is not a multiple of 8 annas. Purchasers need not purchase the whole amount of a monthly allowance at one time. Subject to the above provisions, they may begin by purchasing such part as they can afford to purchase and go on increasing their purchases, from time to time, as their circumstances permit.

NOTE.—Monthly allowances purchased, under Article 807 of the *Civil Service Regulations*, by the Trustees, Committee, or Managers of Local Funds as pensions or annuities for their servants may include any fraction of a rupee.

30. When a person wishes to purchase a monthly allowance under these rules, he will be required to answer in his own handwriting, if possible, the questions in the prescribed form of proposal which can be obtained at the nearest post office (head or sub), and to sign the declaration on the form in the presence of his immediate superior, who will, in his turn, sign the certificate to the effect that he has read and explained the form to the proposer and that the proposer's signature was affixed in his presence.

NOTE 1.—In the case of a proposer whose mother-tongue is English, the certificate of the proposer's immediate superior may, at his discretion, be confined to the words “I certify that the proposer's signature was affixed in my presence.”

NOTE 2.—In the case of proposers in foreign service in India and in other cases when there is any difficulty in the way of a certificate being signed by the proposer's immediate superior, it may, with the permission of the Postmaster-General, be signed by the local postmaster or any other responsible Government officer.

31. The immediate superior of the proposer will compare the answers in the form of proposal with the proposer's service-book or service-roll, and after satisfying himself that the details of the proposer's service have been properly recorded and attested, will forward the proposal and service-book, or a certified extract from the service-roll, in a registered envelope, by first mail if possible, to the Principal District Officer of the department in which the proposer is serving.

32. The Principal District Officer, on receipt of the proposal and service-book, or certified extract from the service-roll, will examine them. If the entry regarding the proposer's age in the proposal does not agree with that in the service-book or certified extract from the service-roll, the Principal District Officer will take immediate steps to have the discrepancy reconciled. If necessary, he will obtain from other officials of the department to which the proposer belongs, or from the officials of any other department under whom the proposer may have served, or from the persons named in the proposal, or from any other source, information regarding the proposer's age. The proposal with all documents connected with the case, will then be forwarded in a registered envelope to the Postmaster-General.

NOTE 1.—See Note 1 to rule 17.

NOTE 2.—In the case of proposers in foreign service in India, the functions of "Principal District Officer" will be discharged by the Postmaster-General of the circle in which the proposer is residing.

33. The Postmaster-General will decide whether the proposal is to be accepted or not. If he decides that the proposal should be accepted, he will inform the Comptroller, Post Office, of the date of acceptance and will request him to take the necessary steps for the realisation of the first subscription and for the issue of a contract for the monthly allowance through the post office, to be named by the Postmaster-General, at which the proposer can most conveniently take delivery of it. The Postmaster-General will, at the same time, intimate to the proposer the acceptance of his proposal and inform him that he will be furnished by the Comptroller, Post Office, with the necessary instructions as to the amount of the first subscription to be paid by him in cash and the date by which this subscription should be paid in order to ensure the issue of the contract for the monthly allowance. The Postmaster-General will also communicate his acceptance or rejection of the proposal to the Principal District Officer of the department in which the proposer is serving.

NOTE.—The Postmaster-General should not accept a proposal if he knows that the proposer has ceased, or at the time of tendering his first subscription will have ceased, to be eligible for admission to the benefits of the Postal Insurance Fund under rule 2.

34. The Comptroller, Post Office, on receipt of information from the Postmaster-General that a proposal has been accepted, will communicate to the proposer direct the amount of the subscription, or first monthly subscription, to be paid by him in cash and the date—which will be 60 days from the date

of acceptance of the proposal—by which the payment must be made, and will require the postmaster concerned to report to him the date and amount of the payment made by the proposer. On receipt of the postmaster's report and provided that the payment has been made within the prescribed period, the Comptroller, Post Office, will prepare a monthly allowance contract and give it the date on which payment of the first subscription was made. The contract will bear a serial number, and will be signed by the Comptroller, Post Office, on behalf of the Director-General of the Post Office. The contract will then be forwarded, registered on postal service, to the post office concerned, accompanied by a receipt for the contract to be signed by the proposer. Intimation of the despatch of the contract will be sent at the same time to the Postmaster-General and to the proposer. The Comptroller, Post Office, will also send (or, in the case of Government servants serving in a department other than the Postal Department, request the Audit Officer of the department to send) the necessary instructions to the proposer's immediate superior as to realising the subscriptions due on the contract.

35. On receipt of the contract for the monthly allowance from the Comptroller, Post Office, the postmaster will deliver it to the purchaser and obtain the latter's signature on the receipt which accompanied it. This receipt should then be returned to the Comptroller, Post Office.

NOTE.—Payment of the first subscription should not be accepted by a postmaster if he knows that the person tendering it is at the time no longer eligible for admission to the benefits of the Postal Insurance Fund under rule 2. In such case, intimation of the fact should be given to the Comptroller, Post Office.

36. If the monthly allowance for which the contract is granted is to be secured by payment of a single subscription, the delivery of the contract to the purchaser will be held to constitute a sufficient receipt for the subscription paid. But if the monthly allowance is to be secured by payment of monthly subscriptions, the purchaser will be supplied by the Comptroller, Post Office, (through the post office concerned) with a subscription receipt-book, in which he should enter the payment of each subscription, whether made in cash or by deduction from a salary bill. The necessary entries must be made in English, and if the purchaser cannot write English the entries in his book will be made by the officer who pays him his salary. If, owing to the absence on leave of the purchaser, or to any other cause, the subscriptions are paid in cash, the postmaster receiving the money will grant a receipt for it in this book, and only those payments that are made in cash will be acknowledged in the book. When the book is filled up, it should be forwarded to the Comptroller, Post Office, who, after he has verified the entries, will issue a new book, in which will be noted, under his signature, the month up to which the subscriptions have been paid.

NOTE.—In the event of a subscription receipt-book being lost, the insured person should apply, through his immediate superior, to the Comptroller, Post Office, for a duplicate book, stating in his application the circumstances under which the original book was lost. The Comptroller, Post Office, will then issue a duplicate book and send it to the post office named in the application, where it will be delivered to the insured person on his paying a fee of eight annas. The Comptroller, Post Office, may, however, if he is satisfied that the original book was lost through no fault of the insured person, authorise delivery of the duplicate without recovery of the fee.



37. Subject to the limitations specified in rule 29, any person who has purchased a monthly allowance may purchase a further monthly allowance. With this object he should submit a proposal in the prescribed form, and if his proposal be accepted, he will be informed accordingly in the manner described in rule 33.

#### Manner of realising Premia or Subscriptions.

38. The first premium on a policy and the first subscription on a contract for a monthly allowance must always be paid in cash by the insured person. If a monthly allowance is purchased by payment of the subscription in a single sum, it will of course be paid in cash. Subsequent premia or subscriptions payable monthly, will be recovered, as far as possible, by deduction from the pay of the insured person. If the recovery is to be made by deduction from pay, the insured person is responsible that the amount of the premium or subscription, which is due on the first day of each month, shall be deducted from his pay for the preceding month, *e.g.*, the premium or subscription due for June will be deducted from the insured person's pay for May, which is drawn on the 1st June. If the premium or subscription is to be paid in cash, the insured person must pay the amount at the post office selected by him and obtain the postmaster's receipt for it in his premium or subscription receipt-book. Payment of premia or subscriptions by insured persons who have quitted the service of Government is governed by rule 51.

NOTE 1.—When an insured person proceeds on leave in India, he must arrange for the payment, at any post office which he may select, of the premia or subscriptions payable on his policy or contract for a monthly allowance and intimate the fact to the Comptroller. The postmaster receiving the money will grant a receipt for it in the premium or subscription receipt-book of the insured person. The same rule applies to the case of an insured person while under suspension.

NOTE 2.—When an insured person proceeds on leave out of India, he must either arrange with the Comptroller, Post Office, for the payment monthly at any Indian post office that he may select, of the premia or subscriptions due on his policy or contract for a monthly allowance, or pay the premia or subscriptions for the whole period of his absence in advance.

NOTE 3.—If an insured person, on leave or under suspension, neglects to pay the premium or subscription due on his policy or contract on or before the 21st day\* of any month in which such premium or subscription is due, the provisions of rule 54 or rule 55, as the case may be, will apply.

NOTE 4.—In cases in which it has been arranged that the premia or subscriptions shall be deducted from pay, if the premium or subscription due for any month is not deducted from the salary bill of the insured person, or from the establishment bill of the office in which his pay is drawn, by an oversight, whether on his own part or on the part of the officer whose duty it is to draw his salary, he should forthwith pay the premium or subscription in cash into the nearest post office and obtain the postmaster's receipt for it in his premium or subscription receipt-book: if the premium or subscription is not paid on or before the 21st day\* of the month in which it is due, the provisions of rule 54 or rule 55, as the case may be, will apply.

NOTE 5.—When a policy has been assigned by the insured person to any other person, the insured person may arrange with the assignee that all the premia shall be paid from time to time by the latter, and the assignee will, with the concurrence of the Postmaster-General, pay in cash the monthly premium to the postmaster selected by him for the purpose. The Postmaster-General will intimate the fact to the Comptroller, Post Office. If the premium is not paid on or before the 21st day\* of the month in which it is due, the provisions of rule 54 or rule 55, as the case may be, will apply.

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\* Or the next business day when the 21st falls on a Sunday or public holiday.

39. The Audit Officer of each department will furnish the Comptroller, Post Office, with a monthly statement in the prescribed form showing all payments of premia or subscriptions realised by deduction from the pay of persons belonging to his department and will give credit for the total amount of such realisations in his exchange account with the Comptroller, Post Office, or through the central adjusting account if there is no exchange account with the Post Office.

40. When an insured person is transferred from one establishment to another the premium or subscription recoverable from him should be recorded in his last-pay certificate in view of the necessary deduction being made from his pay at the new office. Notice of the transfer should be given to the Audit Officer of the department and to the Comptroller, Post Office.

41. If the purchaser of a monthly allowance desires to commute his future subscriptions for a lump payment his application should be submitted to the Comptroller, Post Office, who will forward a contract in the prescribed form for delivery to the purchaser in place of the original contract and intimate to the postmaster concerned the amount of the lump payment to be realised in cash. The receipt of this amount should be acknowledged in the subscription receipt-book and the original contract surrendered should be returned to the Comptroller, Post Office. If the purchaser belongs to a department other than the Postal Department, the Comptroller, Post Office, will inform the Audit Officer of the department concerned of the transaction, and request him to issue instructions to the immediate superior of the purchaser of the monthly allowance that no further deductions on account of subscriptions are due from his pay.

#### Payment of Policies.

42. Any person who claims payment of a policy on the death of an insured person will be required to fill in and sign an application in a prescribed form, which can be obtained at any post office (head or sub), and to forward this to the Postmaster-General with the policy and premium receipt-book, and a death certificate or other satisfactory evidence of the death of the insured person. If he is the legal assignee of the policy, he will further be required to forward to the Postmaster-General any separate deed of assignment that he may hold.

43. On receipt of the application and documents referred to in the preceding rule, the Postmaster-General will send the premium receipt-book with an intimation of the date of death, to the Comptroller, Post Office, who will issue a certificate stating up to what date the premia due on the policy have been paid, and the number and amount of any premia which are in arrears. On receipt of this certificate, the Postmaster-General, if all the premia have been paid, or if the death occurred on or before the 21st day of a month and there is only one premium in arrears, will issue an order for the payment of the sum assured under the policy, less the amount, if any, due on account of the premium in arrears. If any premium remained unpaid on the 21st day of the month, on the 1st day of which it fell due, the provisions of rule 54 or rule 55, as the case may be, will apply. Claims are not payable until one month

after proof of death, but endeavours will always be made to pay them with as little delay as possible. The order for payment will be sent to the postmaster concerned, who will notify its arrival to the person beneficially interested in the policy, to whom the amount should be paid on his signing a stamped receipt for it on the back of the order. The Postmaster-General will forward the policy to the Comptroller, Post Office, for record.

44. When the purchaser of an endowment assurance policy claims payment of the policy on his attaining the age specified in his policy, he will be required to forward his policy and premium receipt-book with the necessary application to the Postmaster-General. The Postmaster-General will send the premium receipt-book to the Comptroller, Post Office, who will issue a certificate stating up to what date the premia due on the policy have been paid, and the number and amount of any premia which are in arrears. On receipt of this certificate the Postmaster-General, if all the premia have been paid or if the payment of the policy fell due on or before the 21st day of a month and there is only one premium in arrears, will issue an order for the payment of the sum assured under the policy, less the amount, if any, due on account of the premium in arrears. If any premium remained unpaid on the 21st day of the month, on the 1st day of which such premium fell due, the provisions of rule 54 or rule 55, as the case may be, will apply. The order for payment will be sent with as little delay as possible to the postmaster concerned, who will notify its arrival to the insured person to whom the amount will be paid on his signing a stamped receipt for it on the back of the order. The Postmaster-General will forward the policy to the office of the Comptroller, Post Office, for record.

**NOTE.**—The assignee of an endowment assurance policy may claim payment of the policy on the insured person attaining the age specified in the policy. If the assignee produces a deed of assignment duly executed, with the policy and the premium receipt-book, the Postmaster-General, after making such further enquiries as he may deem fit and obtaining the certificate prescribed in this rule from the Comptroller, may order payment of the policy to the assignee, and the procedure proscribed in this rule for the payment of the policy shall then be followed.

45. If, in any case, the policy is not produced, the sanction of the Director-General of the Post Office must be obtained by the Postmaster-General before he orders payment of the policy. The sanction in such a case will be communicated by the Director-General of the Post Office to the Comptroller at the same time that it is communicated to the Postmaster-General, and the Postmaster-General's order of payment must be audited by the Comptroller before payment is actually made.

#### Payment of Monthly Allowances.

16. Before the first monthly allowance becomes payable to the purchaser, he should intimate to the Comptroller, Post Office, the name of the post office at which he desires to receive the allowance. When the first payment of the allowance falls due, the Comptroller, Post Office, will issue an order to the postmaster concerned authorising him to pay the amount on production by the purchaser of a life-certificate in the prescribed form.\* The Comp.

\* This can be obtained at any post office (head or sub).

troller's order will be the postmaster's authority for paying the allowance each month until the purchaser leaves the locality or until his death. If the purchaser removes to another district, he should previously intimate in writing to the postmaster the name of the post office at which he wishes to receive the allowance. The postmaster will send this intimation to the Comptroller, Post Office, and forward at the same time the order for payment of the monthly allowance, in an envelope registered on postal service, to the office named by the purchaser or to its head office if the office named be a sub-office.

47. (a) When a purchaser attends at the post office to receive payment of his monthly allowance, the postmaster will, if necessary, have him identified by some respectable person. He will also examine the life-certificate produced by the purchaser, and if it is in order will pay the allowance taking the payee's receipt on the back of the certificate. The life-certificate will be forwarded to the Comptroller, Post Office, as a voucher for the payment.

(b) The full amount of the allowance for the month in which the purchaser dies will be paid to his heirs.

#### Conversion of Policies and discontinuance or reduction of Premiums.

48. (I) A person to whom a life insurance policy has been issued under these rules may have it converted into an Endowment Assurance Policy on terms which can be ascertained, on application, from the Comptroller, Post Office.

(II) Under conditions which may be learnt upon application to the Comptroller, Post Office, any person to whom a policy has been issued under these rules may be allowed to discontinue payment of his monthly premiums or to reduce them to any desired extent. Discontinuance or reduction may be immediate or from any specified date. Any person who wishes to realise the value of his policy before it would otherwise fall due should apply to the Comptroller, Post Office, who will inform him of the conditions under which this can be allowed.

(III) When an insurant desires to effect a change in the contract already concluded between himself and the Post Office, he should fill in and sign a printed form of proposal which will be furnished to him by the Comptroller, Post Office. On receipt of the form, the Comptroller will inform the insurant of the conditions under which the change can be allowed. The terms will be calculated according to tables furnished by the Director-General, Post Office, which are not printed for publication.

#### Surrender of Policies or Contracts for Monthly Allowances.

49. If the purchaser of a life insurance or endowment assurance policy or a contract for a monthly allowance under these rules wishes to surrender his policy or contract for an immediate payment in cash, he must give notice in writing to the Postmaster-General of his intention to do so, deliver up his policy or contract, together with the premium or subscription receipt-book, and at the same time intimate the fact of his having done so direct to the Comp-

troller, Post Office. The notice to the Postmaster-General should be forwarded through the Principal District Officer of the insured person, but the intimation to the Comptroller should be given direct. With the sanction of the Director-General of the Post Office, but not otherwise, and provided that three years' premia or subscriptions shall have been paid on the policy or contract to be surrendered, the purchaser shall, on surrendering his policy or contract, be entitled to obtain the surrender value thereof which will be calculated according to the Director-General's table of surrender values.

NOTE.—The Director-General's table of surrender values is not printed for publication.

50. When an insured person has surrendered his policy or contract under the preceding rule, no further deductions on account of premium or subscription will be made from his pay. The Comptroller, Post Office, will inform the Audit Officer of the department concerned of the fact of the surrender of the policy or contract, and that officer will issue the necessary instructions to the immediate superior of the insured person. On receipt of an order from the Postmaster-General to pay to the insured person the amount payable on account of the surrender of his policy or contract, the postmaster concerned will give notice to the insured person to present himself at the post office, and on his so presenting himself, the amount will be paid to him. The payee's receipt, stamped if necessary, will be taken on the back of the order and will be forwarded to the Comptroller, Post Office, as a voucher for the payment.

**Policies and contracts for monthly allowances held by persons who have left the Government Service.**

51. If an insured person resigns or retires or is dismissed from the service of Government, his policy or contract for a monthly allowance holds good so long as the premia or subscriptions due are regularly paid by him on or before the 21st day\* of each month to the post office selected by him with the knowledge and concurrence of the Comptroller, Post Office. As soon as the connection of the insured person with Government ceases, he should address the postmaster of the office at which he proposes to pay his premia or subscriptions in future, informing him of the fact, and the postmaster will receive the money and give receipts for it in the usual manner on production of the premium or subscription receipt-book. The Comptroller, Post Office, should be advised by the insured person of every change in the post office at which the payments are made under this rule.

NOTE.—When an insured person retires from the service of Government and his pension is to be paid in India, the Audit Officer concerned will note on his last pay certificate, for the information of the officer by whom the pension will be paid, the amount of the monthly premium or subscription due from the insured person. If the insured person so desires, he may then deduct the amount of the premium or subscription, due on the first day of each month, from his pension bill for the preceding month before presenting it for payment instead of paying the amount in cash at a post office. The insured person, however, will be personally responsible for entering the correct amount to be deducted in his pension bill. If he fails to do this on any occasion, it will still be open to him to pay the amount into a post office: but if the amount is not paid either by deduction from the pension bill or in cash on or before the 21st day\* of the month in which it is due, the provisions of rule 54 or rule 55,

\* Or the next business day when the 21st falls on a Sunday or public holiday.

as the case may be, will apply. Credit for amounts deducted from pension bills under this rule will be given to the Postal Insurance Fund by the Audit Officer concerned, in the manner prescribed in rule 39.

52. If an insured person who has ceased to be a servant of Government neglects to pay the premium or subscription due on his policy or contract on or before the 21st day\* of any month in which such premium or subscription is due, at the post office selected by him, the postmaster concerned will report the circumstance to the Comptroller, Post Office, who, if the premium or subscription has not been paid elsewhere, will advise the Postmaster-General of the circumstance. If the premium or subscription is tendered on any subsequent date it will be received subject to the provisions of rule 54 or rule 55, as the case may be.

**Premia and subscriptions, as well as policies and monthly allowances when due, payable only in India.**

53. If the purchaser of a life insurance or endowment assurance policy or a contract for a monthly allowance quits India, he must arrange with the Comptroller, Post Office, for the payment at any Indian post office which he may select, of the premia payable on his policy or the subscriptions payable on his contract. If the insured person dies out of India, the value of his policy will be paid to the person beneficially interested at any Indian post office that may be selected by such person. If a monthly allowance becomes payable to a purchaser who has left India, the amount will be paid at any Indian post office which he may select, subject to the production each month of a life-certificate signed by a Justice of the Peace, Minister, Church-warden, or legally qualified Medical Officer.

#### **Lapsing of Policies or Contracts.**

54. If, in the case of a policy or contract of less than three years' duration, the premium or subscription due be not paid on or before the 21st day\* of any month in which such premium or subscription is due, the policy or contract will become void. But if all arrears of premium or subscription are paid within six months from the first day of the month for which the premium or subscription was due, the Postmaster-General may in his discretion allow the policy or contract to be revived, subject to the payment of all arrears, and to the further payment, within a date to be specified by the Postmaster-General of such fine, if any, as he may impose. The Postmaster-General may also require the production of a medical certificate of continued good health. The Comptroller of the Post Office will, in such cases, report the receipt of arrears of premium or subscription to the Postmaster-General to enable him to issue the necessary instructions in each case. A copy of the orders passed by the Postmaster-General in each case will be forwarded to the Comptroller of the Post Office, for record in his office.

NOTE.—Should the insured person die in the interval between the date of the expiration of the days of grace and the date of the revival of the policy, no claim for the payment of the policy will be accepted.

\* Or the next business day when the 21st falls on a Sunday or public holiday.

55. If in the case of a policy or contract of *not less than 3 years'* duration the premium or subscription be not paid on or before the 21st day\* of any month in which such premium or subscription falls due, the policy or contract will be forfeited at the end of 12 months from the first day of the month for which the premium or subscription was due, unless all arrears of premium or subscription, together with interest thereon to date of payment at 8 per cent. per annum, are paid within the said period of 12 months, provided that when the interest amounts to less than one rupee, the sum of one rupee shall be paid as a fine instead of interest. Should the insured person die within the said period of 12 months, the claim for the payment of the policy will be accepted subject to the deduction of all arrears of premium together with interest thereon to date of death at 8 per cent. per annum. When a policy has been forfeited under this rule, the surrender value may be paid to the insurant at any time after the date of default. The amount due may be learnt upon application to the Comptroller, Post Office.

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\* Or the next business day when the 21st falls on a Sunday or public holiday.

TABLE I.

## LIFE INSURANCE.

*The payment of Rupees Fifty (50) at death can be secured by monthly subscriptions for a stated number of years, the amounts of which depend on the age of the subscriber, as shown below.*

1				2		3
Age.				BY PAYMENT OF A MONTHLY SUBSCRIPTION, COMMENCING AT THE AGE ENTERED IN COLUMN 1, AND CEASING AT THE AGE OF		By payment of a monthly subscription, commencing at the age entered in column 1, and continuing for remainder of life.
				50	55	
				R a. p.	R a. p.	R a. p.
18	..	..	..	0 1 4	0 1 3	0 1 2
19	..	..	..	0 1 4	0 1 3	0 1 2
20	..	..	..	0 1 5	0 1 3	0 1 3
21	..	..	..	0 1 5	0 1 4	0 1 3
22	..	..	..	0 1 6	0 1 4	0 1 3
23	..	..	..	0 1 6	0 1 5	0 1 4
24	..	..	..	0 1 8	0 1 6	0 1 4
25	..	..	..	0 1 9	0 1 7	0 1 5
26	..	..	..	0 1 10	0 1 8	0 1 6
27	..	..	..	0 1 11	0 1 9	0 1 7
28	..	..	..	0 2 0	0 1 10	0 1 7
29	..	..	..	0 2 1	0 1 11	0 1 8
30	..	..	..	0 2 2	0 2 0	0 1 9
31	..	..	..	0 2 4	0 2 1	0 1 10
32	..	..	..	0 2 6	0 2 2	0 1 11
33	..	..	..	0 2 8	0 2 4	0 2 0
34	..	..	..	0 2 10	0 2 5	0 2 1
35	..	..	..	0 2 11	0 2 7	0 2 1
36	..	..	..	0 3 2	0 2 8	0 2 2
37	..	..	..	0 3 5	0 2 10	0 2 3
38	..	..	..	0 3 9	0 2 11	0 2 4
39	..	..	..	0 4 0	0 3 2	0 2 5
40	..	..	..	0 4 5	0 3 5	0 2 6
41	..	..	..	0 4 10	0 3 8	0 2 8
42	..	..	..	0 5 5	0 3 10	0 2 9
43	..	..	..	0 6 2	0 4 2	0 2 11
44	..	..	..	0 7 1	0 4 7	0 2 11
45	..	..	..	0 8 6	0 5 0	0 3 1
46	..	..	..	..	..	0 3 2
47	..	..	..	..	..	0 3 4
48	..	..	..	..	..	0 3 6
49	..	..	..	..	..	0 3 8
50	..	..	..	..	..	0 3 9



TABLE II.

## IMMEDIATE MONTHLY ALLOWANCE.

*A monthly allowance of 8 annas commencing at once, and lasting throughout life, can be secured by a single payment at the undermentioned ages.*

Age.	Amount of single payment.	Age.	Amount of single payment.
	R a. p.		R a. p.
18	111 10 7	57	65 9 3
19	111 11 6	58	63 10 7
20	111 12 6	59	61 10 11
21	111 13 5	60	59 12 2
22	111 14 5	61	57 11 3
23	111 11 6	62	55 12 0
24	111 5 9	63	53 12 0
25	110 12 2	64	51 12 10
26	110 0 8	65	49 12 10
27	109 3 2	66	47 14 5
28	108 2 11	67	45 15 3
29	107 3 6	68	44 0 10
30	106 2 3	69	42 1 7
31	105 1 0	70	40 4 0
32	103 15 8	71	38 6 5
33	102 13 5	72	36 8 10
34	101 11 2	73	34 13 8
35	100 8 0	74	33 1 8
36	99 4 10	75	31 7 3
37	98 0 8	76	29 14 5
38	96 11 6	77	28 4 10
39	95 6 5	78	26 14 5
40	94 0 4	79	25 7 3
41	92 10 3	80	24 1 8
42	91 2 3	81	22 12 10
43	89 10 3	82	21 9 7
44	88 1 0	83	20 6 5
45	86 7 4	84	19 4 0
46	84 14 5	85	18 3 2
47	83 4 6	86	17 2 5
48	81 8 8	87	16 3 2
49	79 14 9	88	15 4 0
50	78 2 11	89	14 4 10
51	76 8 0	90	13 4 0
52	74 11 2	91	12 4 0
53	72 14 5	92	11 0 0
54	71 2 7	93	9 10 5
55	69 4 10	94	8 4 10
56	67 7 0		

NOTE.—By the term “age” is meant the nearest complete age. e.g., 29 years 7 months and 30 years 5 months, both reckon as 30 years.

TABLE III.

## DEFERRED MONTHLY ALLOWANCE.

*A monthly allowance of 8 annas commencing after a stated number of years and lasting throughout life can be secured by payment of a monthly subscription, the amount of which depends on the age of the subscriber, as shown below.*

Age.	AMOUNT OF MONTHLY SUBSCRIPTION TO BE PAID UNTIL THE DEFERRED MONTHLY ALLOWANCE BEGINS.					
	To com- mence after 5 years.	To com- mence after 10 years.	To com- mence after 15 years.	To com- mence after 20 years.	To com- mence after 25 years.	To com- mence after 30 years.
	₹ a. p.	₹ a. p.	₹ a. p.	₹ a. p.	₹ a. p.	₹ a. p.
18	1 10 6	0 11 5	0 6 3	0 3 10	0 2 4	0 1 6
19	1 10 4	0 11 3	0 6 3	0 3 9	0 2 4	0 1 6
20	1 10 2	0 11 2	0 6 2	0 3 9	0 2 4	0 1 6
21	1 10 0	0 11 0	0 6 1	0 3 8	0 2 4	0 1 6
22	1 9 10	0 10 11	0 6 0	0 3 8	0 2 3	0 1 5
23	1 9 8	0 10 9	0 5 11	0 3 7	0 2 3	0 1 5
24	1 9 5	0 10 8	0 5 10	0 3 6	0 2 2	0 1 4
25	1 9 2	0 10 6	0 5 9	0 3 5	0 2 1	0 1 3
26	1 9 0	0 10 5	0 5 8	0 3 4	0 2 1	0 1 3
27	1 8 9	0 10 3	0 5 7	0 3 3	0 2 0	0 1 2
28	1 8 5	0 10 1	0 5 5	0 3 2	0 1 11	0 1 2
29	1 8 1	0 9 11	0 5 5	0 3 1	0 1 10	0 1 1
30	1 7 10	0 9 9	0 5 3	0 3 0	0 1 9	0 1 0
31	1 7 6	0 9 8	0 5 1	0 2 11	0 1 9	0 1 0
32	1 7 2	0 9 6	0 5 0	0 2 10	0 1 8	0 0 11
33	1 6 10	0 9 3	0 4 11	0 2 9	0 1 7	0 0 11
34	1 6 6	0 9 1	0 4 9	0 2 8	0 1 6	0 0 10
35	1 6 2	0 8 11	0 4 8	0 2 7	0 1 5	0 0 9
36	1 5 10	0 8 9	0 4 6	0 2 6	0 1 5	
37	1 5 6	0 8 7	0 4 5	0 2 5	0 1 4	
38	1 5 2	0 8 4	0 4 3	0 2 4	0 1 3	
39	1 4 9	0 8 2	0 4 1	0 2 2	0 1 2	
40	1 4 5	0 8 0	0 4 0	0 2 1	0 1 1	
41	1 4 0	0 7 9	0 3 10	0 2 0		
42	1 3 7	0 7 7	0 3 8	0 1 11		
43	1 3 1	0 7 4	0 3 6	0 1 10		
44	1 2 8	0 7 1	0 3 5	0 1 9		
45	1 2 3	0 6 11	0 3 3	0 1 7		
46	1 1 10	0 6 8	0 3 2			
47	1 1 4	0 6 5	0 3 0			
48	1 0 11	0 6 3	0 2 10			
49	1 0 5	0 6 0	0 2 8			
50	1 0 0	0 5 9	0 2 7			
51	0 15 6	0 5 6				
52	0 15 0	0 5 4				
53	0 14 6	0 5 1				
54	0 14 0	0 4 10				
55	0 13 6	0 4 7				

NOTE.—By the term "age" is meant the nearest complete age, e.g., 29 years 7 months and 30 years 5 months, both reckon as 30 years.

### TABLE IV.

## ENDOWMENT ASSURANCE.

*The payment of R1,000 at the ages mentioned at the head of each column or at death, if earlier, can be secured by monthly payments varying according to the age of the subscriber at the rates given below.*

[illegible]

<i>Life Insurance.</i> <i>Form No. 1.</i>
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## Postal Insurance Fund.

### PROPOSAL FOR INSURANCE.

*Statement to be made by a person submitting a proposal for an insurance for the first time.*

#### QUESTIONS.

#### ANSWERS.

- |   |  |
|---|--|
| 1. (a) What is your full Christian name and surname ?<br>or<br>(b) Your name and father's name and your caste ?   | 1. (a)<br><br>(b)                          |
| 2. Where were you born ?<br>(If born in India, add names of the district and province of birth.)  | 2.   |
| 3. What is the date of your birth by the Christian era, and what will your age be next birthday ?   | 3.   |
| 4. (a) Where do you reside ?<br>(b) At which post office (head or sub) do you wish to pay your first premium and take delivery of the policy ?  | 4. (a)<br>(b)                              |
| 5. Are you married, single, or a widower ?  | 5.   |
| 6. What appointment do you hold in Government service, and in what Department of Government ?<br>(State your permanent appointment as well as any acting appointment held by you.)  | 6  |
| 7. How long have you been in Government service ?   | 7.   |
| 8. What leave have you taken during your service ? (State the description of leave taken.)  | 8.   |
| 9. For what amount do you wish to effect an insurance ?   | 9.   |
| 10. Do you propose to purchase a life insurance or an endowment assurance policy ? (In the former case state whether payments should cease at the age of 50 or 55 or be continued during life. In the latter case state at what age you wish the policy to be paid to you.) | 10.  |
| 11. (a) Is your father alive ?<br>(b) What is his age ?<br>(c) If dead, of what did he die ?<br>(d) At what age did he die ?  | 11. (a)<br>(b)<br>(c)<br>(d)               |
| 12. (a) Is your mother alive ?<br>(b) What is her age ?<br>(c) If dead, of what did she die ?<br>(d) At what age did she die ?  | 12. (a)<br>(b)<br>(c)<br>(d)               |
| 13. (a) How many brothers and sisters had you ?<br>(b) How many are alive, and what are their ages ?<br>(c) Are they all in good health ?<br>(d) How many are dead ?<br>(e) Of what diseases did they die ?<br>(f) At what ages did they die ?                              | 13. (a)<br>(b)<br>(c)<br>(d)<br>(e)<br>(f) |

14. Have you ever been obliged to leave your work on account of bad health ? If so, state the nature of the disease or diseases from which you suffered and the length of time you had to remain absent. If on medical certificate, name the medical officer who granted you the certificate, and, if possible, attach a copy of the official statement of your case.
15. (a) Are you of temperate habits ? 15. (a)  
(b) Have you always been so ? (b)
16. Are you addicted to the use of any drug ? 16 "
17. Have you suffered from syphilis? If so, when ? 17.
18. (a) Have you had typhoid fever or small-pox ? 18. (a)  
(b) Have you been vaccinated ? (b)  
(c) Have you been re-vaccinated ? (c)
19. Have you or any of your near relatives suffered from— 19.  
(a) Insanity. (a)  
(b) Consumption. (b)  
(c) Asthma. (c)  
(d) Gout. d)  
(e) Kidney disease. (e)  
(f) Diabetes. (f)  
(g) Cancer. (g)
20. Have you ever had spitting of blood ? 20.
21. Have you a rupture ? 21.
22. (a) Has your life ever been proposed for insurance to the Postal Insurance Fund or to any Insurance Office ? 22. (a)  
(b) If so, was it accepted at the ordinary rate ? (b)  
(c) Or at an enhanced rate ? (c)  
(d) Or was it declined ? (d)

NOTE.—If the proposer be a Christian, he must attach to this proposal an attested copy of his baptismal certificate or, if this is impracticable, produce evidence as to his age. If the proposer be a Native, he must mention below the names and addresses of two respectable persons to whom reference can be made, if necessary, regarding his age. These persons should be able to speak from their own knowledge as to the proposer's age.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 19

Signature of proposer.

Certificate by proposer's immediate superior.

I certify that I have read over and explained the above form to the proposer in this case, and that the proposer's signature was affixed in my presence.

3

Signature\_\_\_\_\_

Dated at \_\_\_\_\_ on the \_\_\_\_\_ 19 . Designation\_\_\_\_\_

NOTE.—Having signed the above certificate, the proposer's immediate superior should forward this proposal with the service-book, or a certified extract from the service-roll by first mail, in a registered envelope, to the Principal District Officer of the proposer.

### Certificate of the Principal District Officer.

Certified that the proposer is eligible for admission to the benefits of the Postal Insurance Fund under rule 2 of the rules relating to that Fund and that the entry of his age has been personally verified by me by comparison with his Service Book (or) Service Roll (or) the "History of Services of Gazetted Officers," (or, in the case of postal runners) Appointment certificate.

\* Although the proposer's pay is audited by a Military Accounts Officer, he is subject to civil rules, as shown in the appended certificate by the Military Accounts Officer concerned.

Signature\_\_\_\_\_

Dated at\_\_\_\_\_on the\_\_\_\_\_19 . Designation\_\_\_\_\_

\* To be struck out when not required.

NOTE.—Having signed the above certificate the Principal District Officer should forward the proposal in a registered envelope to the Civil Surgeon.

[N.B.—If the date of birth as given in this proposal does not agree with the entry in the service book, service-roll, or "History of Services of Gazetted Officers," as the case may be, a note regarding the discrepancy should be made above his signature by the Principal District Officer.]

### Declaration to be signed by the proposer in the presence of the Civil Surgeon.

I do hereby declare that the foregoing statements and those made by me to the Civil Surgeon are true to the best of my knowledge and belief, and that I have not withheld or concealed any circumstance with regard to which information has been required from me. I agree that the foregoing statements shall be the basis of the proposed contract for an insurance, and that if it shall hereafter appear that I have wilfully made any untrue statement or have fraudulently concealed any circumstance which I ought to have made known, then all the premia which shall have been paid under the said contract shall be forfeited, and the contract rendered absolutely null and void.

I also agree to pay the fee for the medical examination should I decline, on this proposal being accepted, to take out the policy, or should I discontinue payment of the premia, after taking out the policy, before it has been in force for twelve months.

Dated the\_\_\_\_\_day of\_\_\_\_\_19 .

Signature of proposer.

To be signed by  
the witness who,  
under rule 19,  
accompanies the  
proposer when he  
is not personally  
known to the  
Civil Surgeon.

{ Signature of witness who  
identifies the proposer. }

of\_\_\_\_\_ (address).

\_\_\_\_\_ (occupation).

## Medical opinion.

I am of opinion that \_\_\_\_\_ <sup>is</sup><sub>is not</sub> suffering from disease likely to shorten life, and that he <sup>has</sup><sub>has not</sub> had serious disease of a kind likely to recur.

I <sup>recommend</sup><sub>do not recommend</sub> the Postmaster-General to accept the proposal of \_\_\_\_\_

Judging from his appearance \_\_\_\_\_'s age is (*in words*) \_\_\_\_\_ years.

The above declaration was signed by the proposer in my presence.

*Additional Remarks by Civil Surgeon.<sup>1</sup>*

Station \_\_\_\_\_

*Signature of Civil Surgeon.*

Date \_\_\_\_\_ 19 .

<sup>1</sup> Where there is no Civil Surgeon, the examination will be held by any Commissioned Medical Officer or any Medical Officer in charge of the district.

NOTE.—Having recorded his opinion above, the Civil Surgeon should forward this proposal to the Postmaster-General in a registered envelope.

Life Insurance.  
Form No. 2.

## Postal Insurance Fund.

### PROPOSAL FOR INSURANCE.

By the Holder of Policy No. \_\_\_\_\_, dated \_\_\_\_\_ for Rs. \_\_\_\_\_

*Statement to be made by a person who is already insured and who proposes to effect a further insurance.*

#### QUESTIONS.

#### ANSWERS.

1. (a) What is your full Christian name and surname ? (a)  
or  
(b) Your name and father's name and your caste ? (b)
2. (a) Where do you reside ? 2. (a)  
(b) At which post office (head or sub) do you wish to pay your first premium and take delivery of the policy ? (b)
3. What appointment do you hold in Government service, 3.  
and in what Department?  
(State your permanent appointment as well as any acting appointment held by you.)
4. For what amount do you wish to effect an insurance ? 4
5. Do you propose to purchase a life insurance or an endow- 5.  
ment assurance policy? (In the former case state whether payment should cease at the age of 50 or 55 or be continued during life. In the latter case state at what age you wish the policy to be paid to you.)
6. (a) Is your father alive? 6. (a)  
(b) What is his age? (b)  
(c) If dead, of what did he die ? (c)  
(d) At what age did he die ? (d)
7. (a) Is your mother alive ? 7. (a)  
(b) What is her age ? (b)  
(c) If dead, of what did she die ? (c)  
(d) At what age did she die ? (d)
8. (a) How many brothers and sisters had you ? 8. (a)  
(b) How many are alive and what are their ages ? (b)  
(c) Are they all in good health ? (c)  
(d) How many are dead ? (d)  
(e) Of what diseases did they die ? (e)  
(f) At what ages did they die ? (f)
9. Have you ever been obliged to leave your work on account 9  
of bad health ? If so, state the nature of the disease or diseases from which you suffered and the length of time you had to remain absent. If on medical certificate, name the medical officer who granted you the certificate, and, if possible, attach a copy of the official statement of your case.



- |   |          |
|---|----------|
| 10. (a) Are you of temperate habits ?                     | 10. (a)  |
| (b) Have you always been so ?                             | (b)      |
| 11. Are you addicted to the use of any drug ?             | 11       |
| 12. Have you suffered from syphilis ? If so, when ?       | 12.      |
| 13. (a) Have you had typhoid fever or small-pox ?         | 13. (a)] |
| (b) Have you been vaccinated ?                            | (b)      |
| (c) Have you been re-vaccinated ?                         | (c)      |
| 14. Have you or any of your near relatives suffered from— | 14.      |
| (a) Insanity.   | (a)      |
| (b) Consumption.  | (b)      |
| (c) Asthma.   | (c)      |
| (d) Gout.   | (d)      |
| (e) Kidney disease.                                       | (e)      |
| (f) Diabetes.   | (f)      |
| (g) Cancer.   | (g)      |
| 15. Have you ever had spitting of blood ?                 | 15.      |
| 16. Have you a rupture ?                                  | 16.      |

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 .

Signature of proposer.

Signed by the proposer in my presence.

Signature and  
designation of  
proposer's im-  
mediate superior

} \_\_\_\_\_  
\_\_\_\_\_

Dated at \_\_\_\_\_ on the \_\_\_\_\_ 19 .

NOTE.—Having signed the above certificate, the proposer's immediate superior should forward this proposal with the service-book, or a certified extract from the service-roll, by first mail, in a registered envelope, to the Principal District Officer of the proposer.

Signature and designation of the Principal District Officer.

Signature \_\_\_\_\_

Dated at \_\_\_\_\_ on the \_\_\_\_\_ 19 . Designation \_\_\_\_\_

NOTE.—The Principal District Officer should forward the proposal, in a registered envelope, to the Civil Surgeon.

Declaration to be signed by the proposer in the presence of the Civil Surgeon.

I hereby declare that the foregoing statements and those which I have made to the Civil Surgeon are true to the best of my knowledge and belief. I agree that the foregoing statements and those made by me in my first proposal shall be the basis of the proposed contract for a further insurance, and that if it shall hereafter appear that I have wilfully made any untrue statement, or have fraudulently concealed any circumstance which I ought to

have made known, then all the premia which shall have been paid under the said contract shall be forfeited, and the contract rendered absolutely null and void. £

I also agree to pay the fee for the medical examination should I decline, on this proposal being accepted, to take out the policy, or should I discontinue payment of the premia, after taking out the policy, before it has been in force for twelve months.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 .

Signature of proposer.

To be signed by  
the witness  
who, under  
rule 19, accom-  
panies the  
proposer when  
he is not per-  
sonally known  
to the Civil  
Surgeon.

Signature of witness who  
identifies the proposer.

of \_\_\_\_\_ (address).

\_\_\_\_\_ (occupation).

#### Medical opinion.

I am of opinion that \_\_\_\_\_ <sup>is</sup>/<sub>is not</sub> suffering from disease likely to shorten life and that he <sup>has</sup>/<sub>has not</sub> had serious disease of a kind likely to recur.

I <sup>recommend</sup>/<sub>do not recommend</sub> the Postmaster-General to accept the proposal of \_\_\_\_\_

The above declaration was signed by the proposer in my presence.

*Additional Remarks by Civil Surgeon.*<sup>1</sup>

Signature of Civil Surgeon.

Station \_\_\_\_\_.

Date \_\_\_\_\_ 19 .

<sup>1</sup> Where there is no Civil Surgeon, the examination will be held by any Commissioned Medical Officer or any Medical Officer in charge of the district.

NOTE.—Having recorded his opinion above, the Civil Surgeon should forward this proposal to the Postmaster-General in a registered envelope.

*Monthly Allowances.*  
*Form No. 3.*

**Postal Monthly Allowances.**

**PROPOSAL FOR THE PURCHASE OF A MONTHLY ALLOWANCE.**

*Statement to be made by a person proposing to purchase a monthly allowance.*

QUESTIONS.	ANSWERS.
1. (a) What is your full Christian name and surname ? or (b) Your name and father's name and your caste ?	1. (a) (b)
2. (a) Where do you reside ? (b) At which post office (head or sub) do you wish to pay your first subscription and take delivery of the contract ?	2. (a) (b)
3. Where were you born ? (If born in India, add names of the district and province of birth.)	3.
4. What is the date of your birth by the Christian era and how old will you be next birthday ?	4.
5. Are you married, single, or a widower ?	5.
6. What appointment do you hold in Government service, and in what Department? (State your permanent appointment as well as any acting appointment held by you.)	6.
7. How long have you been in Government service ?	7.
8. Do you desire to purchase an immediate monthly allowance, i.e., an allowance which commences immediately, or a deferred monthly allowance ?	8.
9. If you desire to purchase an immediate monthly allowance, state the amount of such allowance.	9.
10. (a) If you desire to purchase a deferred monthly allowance, state the amount of such allowance and the number of years which are to expire before the monthly allowance commences. b) Do you desire to purchase a deferred monthly allowance by a single subscription or by monthly subscriptions ?	10. (a) (b)

**Declaration to be signed by the proposer in the presence of his immediate superior.**

I do hereby declare that the foregoing statements made by me are true to the best of my knowledge and belief. I agree that the foregoing statements shall be the basis of the proposed contract, and that if it shall hereafter appear that I have wilfully made any untrue statement as to my age, then all

the subscriptions that shall have been paid under the said contract shall be forfeited, and the contract rendered absolutely null and void.

*Dated the* \_\_\_\_\_ *day of* \_\_\_\_\_ 19 . *Signature of proposer.*

### Certificate by proposer's immediate superior.

I certify that I have read over and explained the above form to the proposer in this case, and that the proposer's signature was affixed in my presence.

*Signature* \_\_\_\_\_

*Dated at* \_\_\_\_\_ *on the* \_\_\_\_\_ 19 . *Designation* \_\_\_\_\_

NOTE.—Having signed the above certificate, the proposer's immediate superior should forward this proposal with the service-book, or a certified extract from the service-roll, by first mail, in a registered envelope, to the Principal District Officer of the proposer.

### Certificate of the Principal District Officer.

Certified that the proposer is eligible for admission to the benefits of the Postal Insurance Fund under rule 2 of the rules relating to that Fund and that the entry of his age has been personally verified by me by comparison with his Service Book (or) Service Roll (or) the "History of Services of Gazetted Officers," (or, in the case of postal runners) Appointment certificate.

\* Although the proposer's pay is audited by a Military Accounts Officer, he is subject to civil rules as shewn in the appended certificate by the Military Accounts Officer concerned.

*Signature* \_\_\_\_\_

*Dated at* \_\_\_\_\_ *on the* \_\_\_\_\_ 19 . *Designation* \_\_\_\_\_

\* To be struck out when not required.

NOTE.—Having signed the above certificate the Principal District Officer should forward the proposal, with the documents connected with the case, in a registered envelope, to the Postmaster-General.

[N.B.—If the date of birth as given in this proposal does not agree with the entry in the service-book, service-roll, or "History of Services of Gazetted Officers," as the case may be, a note regarding the discrepancy should be made above his signature by the Principal District Officer.]

*Monthly Allowances.*  
*Form No. 4.*

Postal Monthly Allowances.

PROPOSAL FOR THE PURCHASE OF A MONTHLY ALLOWANCE BY  
THE HOLDER OF CONTRACT No. \_\_\_\_\_, DATED \_\_\_\_\_  
FOR A MONTHLY ALLOWANCE OF Rs. \_\_\_\_\_.

*Statement to be made by a person who proposes to purchase a further monthly allowance.*

QUESTIONS.

ANSWERS.

- |   |        |
|---|--------|
| 1. (a) What is your full Christian name and surname?  | 1. (a) |
| or  |        |
| (b) Your name and father's name and your caste?   | (b)    |
| 2. (a) Where do you reside?   | 2. (a) |
| (b) At which post office (head or sub) do you wish to pay your first subscription and take delivery of the contract?  | (b)    |
| 3. What appointment do you hold in Government service, and in what Department?  | 3.     |
| <i>(State your permanent appointment as well as any acting appointment held by you.)</i>  |        |
| 4. How long have you been in Government service?  | 4.     |
| 5. Do you desire to purchase an immediate monthly allowance, i.e., an allowance which commences immediately or a deferred monthly allowance?  | 5.     |
| 6. If you desire to purchase an immediate monthly allowance, state the amount of such allowance.  | 6.     |
| 7. (a) If you desire to purchase a deferred monthly allowance, state the amount of such allowance and the number of years which are to expire before the monthly allowance commences. | 7. (a) |
| (b) Do you desire to purchase a deferred monthly allowance by a single subscription or by monthly subscriptions?  | (b)    |

Declaration to be signed by the proposer in the presence of his immediate superior.

I agree that the statements made with respect to my age in my first proposal shall be the basis of the proposed contract for a further monthly allowance, and that, if it shall hereafter appear that I have wilfully made any untrue statement as to my age, then all the subscriptions which shall have been

paid under the said contract shall be forfeited, and the contract rendered absolutely null and void.

*Signature of proposer.*

*Dated the*———*day of*———*19* .

Signed by the proposer in my presence.

*Signature and  
designation of  
proposer's im-  
mediate superior.*

\_\_\_\_\_  
\_\_\_\_\_

*Dated at*———*on the*———*19* .

NOTE.—Having signed the above certificate, the proposer's immediate superior should forward this proposal with the service-book, or a certified extract from the service-roll, by first mail, in a registered envelope, to the Principal District Officer of the proposer.

Signature and designation of the Principal District Officer.

*Signature*———

*Designation*———

*Dated at*———*on the*———*19* .

NOTE.—The Principal District Officer should forward the proposal, with all documents connected with the case, in a registered envelope, to the Postmaster-General.

\_\_\_\_\_

Insurance by payment of monthly premia  
during a fixed period.  
*Life Insurance.*  
*Form No. 5.*

## POSTAL LIFE INSURANCE.

POLICY No.

WHEREAS \_\_\_\_\_  
holding the appointment of \_\_\_\_\_  
in the \_\_\_\_\_ Department, hereinafter called the insured,  
has contracted with the Director-General of the Post Office of India for  
an insurance of the sum of Rupees ( \_\_\_\_\_ )  
\_\_\_\_\_ on his own life and has  
deposited a proposal and declaration, dated the \_\_\_\_\_ day of  
\_\_\_\_\_ 19 \_\_\_\_\_, and signed by him, as the basis of the contract for  
such insurance ;

NOW IT IS HEREBY DECLARED that if the insured shall pay to the Director-  
General of the Post Office of India, or the Officer for the time being perform-  
ing his functions, the sum of Rupees ( \_\_\_\_\_ )  
\_\_\_\_\_ monthly, in every subsequent month,  
commencing with the month of \_\_\_\_\_ in the year \_\_\_\_\_  
19 \_\_\_\_\_, and ending with the month of \_\_\_\_\_ in the year \_\_\_\_\_  
\_\_\_\_\_, or until his death, whichever shall first occur,  
the Director-General of the Post Office of India, or the Officer aforesaid, shall  
be subject and liable to the payment, on behalf of the SECRETARY OF  
STATE FOR INDIA IN COUNCIL, unto the Executors, Administrators or  
Assigns of the insured, within one month after his death shall have been proved  
to the satisfaction of the Director-General of the Post Office of India, or the  
Officer aforesaid, of the sum of Rupees ( \_\_\_\_\_ )

But  
this contract is made subject to the following proviso, viz. :—It shall be void,  
and the payments made by the insured under it shall be forfeited, if the  
statements contained in the aforesaid proposal and declaration be untrue.

The insured is hereby admitted to be, at the date hereof, in the \_\_\_\_\_  
\_\_\_\_\_ year of his age.

\_\_\_\_\_  
*Comptroller, Post Office,*  
*on behalf of the Director-General of the*  
*Post Office of India.*

CALCUTTA,

The \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

N.B.—This policy is granted subject to the rules relating to Postal Life Insurance, Endowment Assurance, and Monthly Allowances.

Insurance by payment of monthly premium  
during life.  
Life Insurance.  
Form No. 6.

## POSTAL LIFE INSURANCE.

### POLICY No.

WHEREAS \_\_\_\_\_  
holding the appointment of \_\_\_\_\_  
in the \_\_\_\_\_ Department, hereinafter called the insured,  
has contracted with the Director-General of the Post Office of India for an  
insurance of the sum of Rupees ( \_\_\_\_\_ ) \_\_\_\_\_

on his own life, and has deposited a proposal and declaration, dated the  
\_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_, and signed by him, as  
the basis of the contract for such insurance;

NOW IT IS HEREBY DECLARED that if the insured shall pay to the Director  
General of the Post Office of India, or the Officer for the time being perform-  
ing his functions, the sum of Rupees ( \_\_\_\_\_ ) \_\_\_\_\_  
\_\_\_\_\_ monthly, in every subse-  
quent month of his life, commencing with the month of \_\_\_\_\_ in  
the year 19 \_\_\_\_\_, the Director-General of the Post Office of India, or the Officer  
aforesaid, shall be subject and liable to the payment, on behalf of the  
SECRETARY OF STATE FOR INDIA IN COUNCIL, unto the Executors,  
Administrators or Assigns of the insured, within one month after his death  
shall have been proved to the satisfaction of the Director-General of the Post  
Office of India, or the Officer aforesaid, of the sum of Rupees ( \_\_\_\_\_ ) \_\_\_\_\_

But this contract is made subject to the following proviso, viz. :—It shall  
be void, and the payment made by the insured under it shall be forfeited,  
if the statement contained in the aforesaid proposal and declaration be untrue.

The insured is hereby admitted to be, at the date hereof, in the \_\_\_\_\_  
\_\_\_\_\_ year of his age.

Comptroller, Post Office,  
on behalf of the Director-General of the  
Post Office of India.

CALCUTTA,

The \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

N.B.—This policy is granted subject to the rules relating to Postal Life Insurance,  
Endowment Assurance, and Monthly Allowances.



Insurance by payment of monthly  
 premia during a fixed period.  
Endowment Assurance.  
 Form No. 7.

## POSTAL ENDOWMENT ASSURANCE.

POLICY No.

WHEREAS \_\_\_\_\_  
 holding the appointment of \_\_\_\_\_  
 in the \_\_\_\_\_ Department,  
 hereinafter called the insured, has contracted with the Director-General of  
 the Post Office of India for an endowment assurance of the sum of Rupees  
 ( \_\_\_\_\_ )  
 payable on the insured attaining the age of \_\_\_\_\_ or at his death, whichever  
 shall first occur, and has deposited a proposal and declaration dated the  
 \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_, and signed by him as the basis  
 of the contract for such endowment assurance;

NOW IT IS HEREBY DECLARED that if the insured shall pay to the Director-  
 General of the Post Office of India, or the Officer for the time being perform-  
 ing his functions, the sum of Rupees ( \_\_\_\_\_ )  
 \_\_\_\_\_ monthly, in every subsequent  
 month, commencing with the month of \_\_\_\_\_ in the year  
 19 \_\_\_\_\_, and ending with the month of \_\_\_\_\_ in the year  
 \_\_\_\_\_, or until his death, whichever shall first occur,  
 the Director-General of the Post Office of India shall be subject and liable to  
 the payment, on behalf of the SECRETARY OF STATE FOR INDIA IN  
 COUNCIL, unto the said \_\_\_\_\_ on his attaining the age of \_\_\_\_\_  
 or unto his Executors, Administrators or Assigns, within one month after  
 his death if death shall have occurred before he shall have attained the  
 specified age and shall have been proved to the satisfaction of the Director-  
 General of the Post Office of India or the Officer aforesaid, of the sum of  
 Rupees ( \_\_\_\_\_ ). But this contract is made subject to  
 the following proviso, viz. :—It shall be void, and the payment made by the  
 insured under it shall be forfeited, if the statements contained in the aforesaid  
 proposal and declaration be untrue.

The insured is hereby admitted to be, at the date hereof, in the  
 \_\_\_\_\_ year of his age.

Comptroller, Post Office,  
 on behalf of the Director-General of the  
 Post Office of India.

CALCUTTA,

The \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

N.B.—This policy is granted subject to the rules relating to Postal Life Insurance,  
 Endowment Assurance, and Monthly Allowances.

Immediate monthly allowance secured  
by payment of a single subscription.  
*Monthly Allowances*  
Form No. 8.

## POSTAL MONTHLY ALLOWANCES.

### CONTRACT No.

**WHEREAS** \_\_\_\_\_  
holding the appointment of \_\_\_\_\_  
in the \_\_\_\_\_ Department has contracted with the  
**SECRETARY OF STATE FOR INDIA IN COUNCIL**, through the Director-  
General of the Post Office of India, for the purchase of an immediate  
monthly allowance of Rupees ( \_\_\_\_\_ )  
to be paid to the said \_\_\_\_\_ during the term of his  
natural life, and has deposited with the Director-General of the Post Office  
of India a proposal and declaration, dated \_\_\_\_\_ 19 \_\_\_\_\_,  
and signed by him, as the basis of the contract for the purchase of such  
immediate monthly allowance, in which proposal it is stated, among other  
things, that the age of \_\_\_\_\_ is not  
less than \_\_\_\_\_ years; and whereas \_\_\_\_\_  
has paid to the Director-General of the Post Office of India a sum of Rupees  
\_\_\_\_\_ as the subscription for the  
said monthly allowance;

NOW IT IS HEREBY DECLARED that the Director-General of the Post Office  
of India, or the Officer for the time being performing his functions, shall be  
liable to pay, on behalf of the **SECRETARY OF STATE FOR INDIA IN  
COUNCIL**, to the said \_\_\_\_\_  
the sum of Rupees ( \_\_\_\_\_ ) \_\_\_\_\_ monthly,  
on the first day of each month commencing with the month of \_\_\_\_\_  
\_\_\_\_\_ 19 \_\_\_\_\_, and ending with the day of his death. But this contract is made  
subject to the following provisos:—

*Firstly.*—No payment of the said monthly allowance shall be claimed or  
be recoverable until \_\_\_\_\_ shall, to the satisfaction of the Director-  
General of the Post Office of India or the Officer aforesaid, have proved  
himself to be alive at the date of the payment becoming due.

*Secondly.*—This contract shall be void and the subscription paid under  
it shall be forfeited, if the age of \_\_\_\_\_ be less than  
\_\_\_\_\_ years at the date of contract.

\_\_\_\_\_  
*Comptroller, Post Office,  
on behalf of the Director-General of the  
Post Office of India.*

CALCUTTA,

*Dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.*

*N.B.*—This contract is granted subject to the rules relating to Postal Life Insurance,  
Endowment Assurance, and monthly Allowances.

Deferred monthly allowance  
secured by payment of  
monthly subscrip-  
tions.  
*Monthly Allowances.*  
*Form No. 9.*

## POSTAL MONTHLY ALLOWANCES.

### CONTRACT No.

WHEREAS—  
holding the appointment of— in the— Depart-  
ment of Government has contracted with the SECRETARY OF STATE  
FOR INDIA IN COUNCIL, through the Director-General of the Post Office  
of India, for the purchase of a deferred monthly allowance of Rupees  
( )— to be paid to the said—  
—, <sup>1</sup> and has deposited with the Director-General of the Post  
Office of India a proposal and declaration, dated the—  
day of— 19 , and signed by him, as the basis of the contract for the  
purchase of such monthly allowance, in which proposal it is stated, among  
other things, that the age of— is not less than—  
— years;

NOW IT IS HEREBY DECLARED that if the said— shall  
pay to the Director-General of the Post Office of India, or the Officer for the  
time being performing his functions, the sum of Rupees ( )—  
— monthly, in every subsequent month, com-  
mencing with the month of—  
in the year— 19 , and ending with the month of  
— in the year—, after which date such  
monthly allowance is, according to the contract, to commence, the Director-  
General of the Post Office of India, or the Officer aforesaid, shall be subject  
and liable to pay, on behalf of the SECRETARY OF STATE FOR INDIA  
IN COUNCIL, to the said— the sum of  
Rupees ( )— monthly, on the first day of each month  
commencing with the month of— and ending with the day of his  
death. But this contract is made subject to the following provisos:—

*Firstly.*—No payment of the said monthly allowance shall be claimed  
or recoverable until— shall, to the satis-  
faction of the Director-General of the Post Office of India, or the Officer afore-  
said, have proved himself to be alive at the date of the payment becoming  
due.

*Secondly.*—This contract shall be void, and all the sums paid under it on  
account of subscription shall be forfeited, if the age of — be less  
than— years at the date of contract.

<sup>1</sup> Such payment commencing from the time hereinafter mentioned and ending with  
the day of his death.

*Thirdly.*—If the said \_\_\_\_\_ shall die before the date from which the monthly allowance is, according to the contract, to commence, no portion of the subscriptions paid by him shall be returnable.

*Comptroller, Post Office,  
on behalf of the Director-General of the  
Post Office of India.*

CALCUTTA,

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 .

*N.B.*—This contract is granted subject to the rules relating to Postal Life Insurance, Endowment Assurance, and Monthly Allowances.

*Monthly Allowances.  
Form No. 9A.*

### POSTAL MONTHLY ALLOWANCES.

#### CONTRACT No.

WHEREAS by a contract dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 , under the hand of the Comptroller, Post Office, for the time being, on behalf of the Director-General of the Post Office of India, entered into in pursuance of and subject to the rules relating to Postal Life Insurance, Endowment Assurance, and Monthly Allowances granted by the Government of India, by \_\_\_\_\_ holding the appointment of \_\_\_\_\_ the \_\_\_\_\_ Department of Government with the SECRETARY OF STATE FOR INDIA IN COUNCIL it was declared that if the said \_\_\_\_\_ should pay to the Director-General of the Post Office of India or such other Officer as therein mentioned the sum of Rupees \_\_\_\_\_ monthly in every subsequent month commencing with the month of \_\_\_\_\_ in the year 19 , and ending with the month of \_\_\_\_\_ in the year 19 , the Director-General of the Post Office of India or the Officer aforesaid should be subject to pay on behalf of the SECRETARY OF STATE FOR INDIA IN COUNCIL to the said \_\_\_\_\_ the sum of Rupees \_\_\_\_\_ monthly on the first day of each month commencing with the month of \_\_\_\_\_ and ending with the day of his death subject to the provisos thereafter (being similar to those hereinafter) contained. AND WHEREAS the said \_\_\_\_\_ has paid all the monthly sums due by him under the said contract up to the date of these presents and has applied in accordance with the said rules for commutation of the sums hereafter to become due from him thereunder for a lump payment. AND WHEREAS the lump sum to be paid for such commutation in accordance with the said rules is the sum of Rupees \_\_\_\_\_ and the said \_\_\_\_\_ has in accordance with the said rules paid that sum to the postmaster at \_\_\_\_\_ accordingly and surrendered the said contract to the Comptroller, Post Office. Now IT IS

HEREBY DECLARED that in consideration of the said monthly payments heretofore made by the said \_\_\_\_\_ as aforesaid and of the said lump sum payment of Rupees \_\_\_\_\_ so made by him for commutation as aforesaid the Director-General shall without any further payment whatever by him the said \_\_\_\_\_ be subject and liable to pay on behalf of the SECRETARY OF STATE FOR INDIA IN COUNCIL to the said \_\_\_\_\_ the sum of Rupees \_\_\_\_\_ monthly, on the first day of each month commencing with the month of \_\_\_\_\_ and ending with the day of his death. But this contract is made subject to the following provisos :—

*Firstly.*—No payment of the said monthly allowance shall be claimed or recoverable until \_\_\_\_\_ shall, to the satisfaction of the Director-General of the Post Office of India, or the Officer aforesaid, have proved himself to be alive at the date of the payment becoming due.

*Secondly.*—This contract shall be void, and all the sums paid under it on account of subscription shall be forfeited, if the age of \_\_\_\_\_ be less than \_\_\_\_\_ years at the date of contract.

*Thirdly.*—If the said \_\_\_\_\_ shall die before the date from which the monthly allowance is, according to the contract, to commence, no portion of the subscriptions paid by him shall be returnable.

\_\_\_\_\_  
Comptroller, Post Office,  
on behalf of the Director-General of the  
Post Office of India.

CALCUTTA,

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 .

N.B.—This contract is granted subject to the rules relating to Postal Life Insurance, Endowment Assurance, and Monthly Allowances.

Monthly Allowances.  
Form No. 10.

## POSTAL MONTHLY ALLOWANCES.

### LIFE CERTIFICATE.

I HEREBY CERTIFY that \_\_\_\_\_  
was alive on the (date) \_\_\_\_\_  
on which day I saw him.

\_\_\_\_\_  
Signature and designation of  
person giving the certificate.

*This certificate should be signed by a Government official, if possible, and must be produced by the purchaser at the time of drawing the monthly allowance, and be receipted by him on the back.*

RECEIVED from the Postmaster of \_\_\_\_\_  
 the sum of Rupees ( ) \_\_\_\_\_  
 being the monthly allowance due to me for the month of \_\_\_\_\_ 19 ,  
 under Contract No. \_\_\_\_\_  
 dated \_\_\_\_\_ 19 .

\_\_\_\_\_  
 (Signature of Payee.)

Dated \_\_\_\_\_ 19 .

*Life Insurance.*  
*Form No. 11.*

## POSTAL LIFE INSURANCE AND ENDOWMENT ASSURANCE.

### PREMIUM RECEIPT-BOOK.

ISSUED to \_\_\_\_\_,  
 Holder of Policy No. \_\_\_\_\_, dated \_\_\_\_\_ 19—,  
 for R \_\_\_\_\_  
 Amount of monthly premium R \_\_\_\_\_

\_\_\_\_\_  
 Comptroller, Post Office,  
 on behalf of the Director-General of the  
 Post Office of India

Delivered with the above policy to the said \_\_\_\_\_  
 on the \_\_\_\_\_ 19—, on receipt of the first premium.

\_\_\_\_\_  
 Postmaster.







*Monthly Allowances,  
Form No. 19.*

## POSTAL MONTHLY ALLOWANCES.

## SUBSCRIPTION RECEIPT-BOOK.

ISSUED to \_\_\_\_\_

Purchaser of Contract No. \_\_\_\_\_, dated \_\_\_\_\_  
for Rs. \_\_\_\_\_

Amount of monthly subscription \_\_\_\_\_

\_\_\_\_\_  
Comptroller, Post Office,  
on behalf of the Director-General of the  
Post Office of India.

Delivered with the above contract to the said \_\_\_\_\_

on the \_\_\_\_\_ 19 , on receipt of the first subscription.

--

Postmaster.



Office of payment.	Date of payment.	Month for which subscrip- tion is paid.	Amount of subscription paid.			Particulars* of salary bill from which subscription is deducted, or, if paid in cash, signa- ture of receiving post- master with impression of date-stamp.
			<i>R</i>	<i>a.</i>	<i>p.</i>	

\* Month for which the bill is drawn and, in the case of an establishment bill, the name of the office or establishment by which it is prepared.

*Life Insurance.*  
*Form No. 13.*

Form to be filled up by the person claiming payment of a policy on the death of an insured person.

1. Full name of the deceased \_\_\_\_\_
2. Number of policy \_\_\_\_\_
3. Value of policy \_\_\_\_\_
4. Exact date of death of the insured person \_\_\_\_\_
5. Full name of claimant \_\_\_\_\_
6. Age of claimant \_\_\_\_\_

(If the claimant is a minor, the person who represents himself to be the minor's guardian should fill up the entries on the other side of this form.)

7. Claimant's relationship to deceased \_\_\_\_\_
8. Description of documents in support of claim. \_\_\_\_\_

NOTE.—If claimant has obtained probate of the will of the deceased or certificate of succession or letters of administration, the documents or certified copies thereof should accompany this form.

9. If the claimant does not hold probate of will or letters of administration or certificate of succession, what is his relationship to deceased? How can it be proved? What other near relatives had the deceased? \_\_\_\_\_

\_\_\_\_\_  
*Signature and address of the claimant.*

STATION \_\_\_\_\_

Dated \_\_\_\_\_ 19 .

The answers to the following questions must be filled in by a person who represents himself or herself to be the guardian of a minor who claims payment of a policy :—

1. Are you an adult relative of the minor? State your relationship \_\_\_\_\_
2. Is the father or mother of the minor deceased? \_\_\_\_\_

3. If you are not the father or mother of the minor, have you been appointed guardian of the minor by will or deed or under any enactment in force in British India? Produce the documents to support your claim.

4. Does the minor reside with you or is he maintained by you?

*Signature and address of person representing himself or herself to be the guardian of the minor.*

STATION \_\_\_\_\_

Dated \_\_\_\_\_ 19 .

## PART II.—Subsidiary rules issued by the Director-General.

The following subsidiary rules are issued under the authority of the Director-General of the Post Office of India :—

1. Disposal of sums received in cash on account of the Postal Insurance Fund.—Every sum received by a head or sub office in cash on account of the Postal Insurance Fund, whether it represents a premium, subscription, penalty or other receipt, should be credited in the accounts under “miscellaneous (unclassified) receipts,” full details as to the name of the insured, the number of the policy, and the month to which the premium relates being given by sub-postmasters in their daily accounts to the head office and by head postmasters in the register of miscellaneous (unclassified) receipts according to the following sample entry :—

“Life Insurance premium or Monthly Allowance subscription of Hira Lal, sub-postmaster, Dumraon, for January 1904. Policy Contract No. \_\_\_\_\_ dated \_\_\_\_\_.”

In the case of a *First* premium or subscription the entry should be as follows :—

“First premium subscription on account of the Life Insurance or Endowment Assurance policy of Hira Lal, sub-postmaster, Dumraon, for January 1904. Monthly Allowance Contract *Vide* letter No. \_\_\_\_\_ dated \_\_\_\_\_ from Comptroller, Post Office.”

Intimations of the credits of first premia—but not of subsequent premia—should be given by head and sub postmasters to the Comptroller, Post Office, Postal Insurance Section, in the form of a letter which should be despatched by the first post in a cover registered on Postal Service on the date of realisation of the premia.

(II) The entry in the accounts rendered to the Deputy Comptroller by head postmasters should show the actual dates of receipt of the money, *e.g.*, if a premium is received at a sub-office on the 21st April, this is the actual date of receipt, even though the transaction is not incorporated in the accounts of the head office until 22nd April.

NOTE.—On no account should a premium or any other sum in connection with the Insurance Fund deposited in cash into a post office be remitted to the Comptroller by money order.

2. Payment of the medical fee.—A fee of R4 is paid out of the Postal Insurance Fund for the medical examination of each proposer. On receipt of the proposal with the medical certificate from the medical officer, the Postmaster-General will issue a separate order to the postmaster concerned to pay the amount of the fee to him. Sums paid on this account should be charged to “miscellaneous (unclassified) payments.”

NOTE.—Although the “Civil Surgeon” is alone expressly mentioned in the note under rule 20 of the rules issued by Government, any medical officer by whom the medical examination is made, under the provisions of note 2 to rule 18 of those rules, will be entitled to receive the same fixed fee of R4.

3. Separate receipt granted by postmaster for every premium or subscription paid in cash.—In addition to the acknowledgment in the premium or subscription receipt-book, a separate receipt, signed by the receiving postmaster (head or sub), should be granted for every payment of a premium or subscription made in cash.

4. Principal District Officer for postal servants.—In the case of proposals for admission to the Postal Insurance Fund made by servants of the Post Office, the head of the circle will act as the “Principal District Officer.”

NOTE.—The Director-General of the Post Office exercises the functions of “Principal District Officer” in respect of the establishment of his own office and all officers immediately subordinate to him.

5. Payment of policies, monthly allowances, and the surrender values of policies or contracts.—Amounts disbursed in payment of policies or of the surrender values of policies or contracts should be treated as miscellaneous (unclassified) payments; and the Postmaster-General’s order for the payment should be appended to the schedule of miscellaneous (unclassified) payments submitted to the Comptroller in support of the charge. Amounts disbursed in payment of monthly allowances should be charged to the same head of account.

6. Arrangement for the performance of duties of a proposer sent for medical examination.—When a postal servant is absent from duty for the purpose of being medically examined, temporary arrangements may, if necessary, be made for the performance of his duties during his absence provided that no extra cost is imposed thereby on the State.

7. Form of Assignment.—For the purposes of rule 9 of the rules issued by Government, it is not necessary that the nature or amount of the valuable consideration for which an assignment is made should be stated. The following form of assignment is sufficient:—

I hereby assign this policy to \_\_\_\_\_ son  
of \_\_\_\_\_ residing at \_\_\_\_\_ under the \_\_\_\_\_

post office in the district of \_\_\_\_\_ for valuable consideration received.

Signature of witness \_\_\_\_\_ Signature of policy-holder \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Dated \_\_\_\_\_ Dated \_\_\_\_\_

When an assignment is registered in a Postmaster-General's office the words "Registered in the office of the Postmaster-General—on—" should be written on the back of the policy.

8. Exemption of policies and contracts from stamp duty.—Policies of life insurance and endowment assurance and contracts for monthly allowances granted by the Director-General of the Post Office of India, in accordance with the Rules of the Postal Insurance Fund, are exempted from stamp duty, *vide* the orders contained in Government of India, Finance and Commerce Department, Notifications Nos. 5199-S.R. and 1390-S.R., dated the 1st November 1895 and the 22nd March 1898, respectively, which were issued in exercise of the powers conferred by section 8 of the Indian Stamp Act of 1879.

9. Form in which intimation of acceptance of a proposal should be communicated.—Specimens of the forms in which the acceptance of proposals for Life Insurances, Endowment Assurances, and the purchase of Monthly Allowances should be intimated to the proposers and to the Comptroller are given below. Heads of circles should make their own arrangements to supply themselves with these forms.

FROM

THE POSTMASTER-GENERAL,

To \_\_\_\_\_,

SIR,

I have the honour to inform you that your proposal for <sup>a Life Insurance</sup> ~~an Endowment Assurance~~ <sup>a Monthly Allowance</sup> has been accepted. You will be furnished by the Comptroller, Post Office, with instructions as to the amount of the first <sup>premium</sup> ~~subscription~~ to be paid by you in cash and the date by which the <sup>premium</sup> ~~subscription~~ should be paid, in order to ensure the issue of the <sup>policy</sup> ~~contract~~.

I have the honour to be,

SIR,

Your most obedient servant,

Postmaster-General.

## POSTAL LIFE INSURANCE AND ENDOWMENT ASSURANCE.

Intimation of acceptance of proposal for <sup>Life Insurance</sup> ~~Endowment Assurance~~ by the Postmaster-General of \_\_\_\_\_

Name of proposer (Christian name and surname in full) \_\_\_\_\_

place and date of birth \_\_\_\_\_

Appointment held \_\_\_\_\_  
 Name of the Department to which the proposer belongs \_\_\_\_\_  
 Designation of the Audit Officer who audits the proposer's pay-bill \_\_\_\_\_

Amount of policy \_\_\_\_\_  
 Whether premium is to be paid for life or up to a certain age; if the latter,  
 up to what age \_\_\_\_\_  
 Post office at which the first premium is to be realised \_\_\_\_\_  
 Date of proposal \_\_\_\_\_  
 Date of declaration \_\_\_\_\_  
 Date of acceptance of proposal by Postmaster-General \_\_\_\_\_

No. \_\_\_\_\_, dated \_\_\_\_\_ 19 .

Forwarded to the Comptroller, Post Office, in conformity with rule 21 of the Rules for Life Insurance, Endowment Assurance, and Monthly Allowances. He is requested kindly to take the necessary steps for the realisation of the first premium and the issue of the policy through the post office named above.

*Postmaster-General.*

#### POSTAL LIFE INSURANCE AND ENDOWMENT ASSURANCE.

*Intimation of acceptance of proposal for further <sup>Insurance</sup> ~~Endowment Assurance~~ by  
 the Postmaster-General* \_\_\_\_\_

Name of proposer (Christian name and surname in full) \_\_\_\_\_

No. and date of policy held \_\_\_\_\_

Appointment held \_\_\_\_\_

Name of the Department to which the proposer belongs \_\_\_\_\_

Designation of the Audit Officer who audits the proposer's pay-bill \_\_\_\_\_

Amount of present proposal \_\_\_\_\_

Whether premium is to be paid for life or up to a certain age; if the latter,  
 up to what age \_\_\_\_\_

Post office at which the first premium is to be realised \_\_\_\_\_

Date of proposal \_\_\_\_\_

Date of declaration \_\_\_\_\_

Date of acceptance of proposal by Postmaster-General \_\_\_\_\_

No. \_\_\_\_\_, dated \_\_\_\_\_ 19 .

Forwarded to the Comptroller, Post Office, in conformity with rule 21 of the Rules for Life Insurance, Endowment Assurance, and Monthly Allowances. He is requested kindly to take the necessary steps for the realisation of the first premium and the issue of the policy through the post office named above.

*Postmaster-General.*



### POSTAL MONTHLY ALLOWANCES.

*Intimation of acceptance of proposal for the purchase of monthly allowance by the Postmaster-General*\_\_\_\_\_

Name of proposer (Christian name and surname in full)\_\_\_\_\_

Place and date of birth\_\_\_\_\_

Appointment held\_\_\_\_\_

Name of the Department to which the proposer belongs\_\_\_\_\_

Designation of the Audit Officer who audits the proposer's pay-bill\_\_\_\_\_

Class of monthly allowance (deferred or immediate) and amount\_\_\_\_\_

If deferred, when the allowance is to commence\_\_\_\_\_

Post office at which the first subscription is to be realised\_\_\_\_\_

Date of proposal\_\_\_\_\_

Date of declaration\_\_\_\_\_

Date of acceptance by Postmaster-General\_\_\_\_\_

No.\_\_\_\_\_, dated\_\_\_\_\_19 .

Forwarded to the Comptroller, Post Office, in conformity with rule 33 of the Rules for Life Insurance, Endowment Assurance, and Monthly Allowances. He is requested kindly to take the necessary steps for the realisation of the first subscription and the issue of a contract for the monthly allowance through the post office named above.

\_\_\_\_\_  
*Postmaster-General.*

### POSTAL MONTHLY ALLOWANCES.

*Intimation of acceptance of proposal for the purchase of a further monthly allowance by the Postmaster-General*\_\_\_\_\_

Name of proposer (Christian name and surname in full)\_\_\_\_\_

No. and date of contract held\_\_\_\_\_

Appointment held\_\_\_\_\_

Name of the Department to which the proposer belongs\_\_\_\_\_

Designation of the Audit Officer who audits the proposer's pay-bill\_\_\_\_\_

Class of monthly allowance (deferred or immediate) and amount\_\_\_\_\_

If deferred, when the allowance is to commence\_\_\_\_\_

Post office at which the first subscription is to be realised\_\_\_\_\_

Date of proposal\_\_\_\_\_

Date of declaration\_\_\_\_\_

Date of acceptance by Postmaster-General\_\_\_\_\_

No.\_\_\_\_\_, dated\_\_\_\_\_19 .

Forwarded to the Comptroller, Post Office, in conformity with rule 33 of the Rules for Life Insurance, Endowment Assurance, and Monthly Allowances.

He is requested kindly to take the necessary steps for the realisation of the first subscription and the issue of a contract for the monthly allowance through the post office named above.

*Postmaster-General.*

**10. Non-eligibility of probationers.**—Probationers (paid or unpaid) are not eligible for admission to the benefits of the Postal Insurance Fund, until they are confirmed in the Government service, or in a service paid from "Local Funds," as defined in Article 33 of the *Civil Service Regulations*.

**11. Officers admitted to the benefits of the Fund since the last issue of Government rules.**—Since the last issue of the Government rules, the benefits of the Fund have been extended to the officers mentioned in the orders of Government reprinted below :—

*Letter No. <sup>765-F</sup>/<sub>178-2</sub>, dated the 24th June 1908, from the Secretary to the Government of India, Department of Revenue and Agriculture, to the Secretary to the Government of Madras, Revenue Department (communicated to the Director-General of the Post Office, under Department of Commerce and Industry endorsement No. 6112-201, dated the 30th June 1908).*

I am directed to acknowledge the receipt of your letter No. 924-A.—08-1, dated the 13th April 1908, in which it is proposed that the temporary Draftsmen in the Forest and Survey Departments in the Madras Presidency may be admitted, under certain conditions, to the benefits of the Postal Insurance Fund.

2. In reply, I am to convey the sanction of the Government of India to the proposal on the condition that a certificate is granted by the Head of the Department in each case declaring the person eligible on the terms stated below.
3. The certificate should not be granted to men entertained only on an emergency or for any special work likely to last for a short time only, but to those who are taken on for the purpose of supplementing the regular establishment and the duration of whose appointment will ordinarily or probably be continuous. The certificate should therefore be to the following effect :—

"Certified that although ..... \*is not a permanent employé of Government and is liable to discharge on a month's notice, or summarily in case of misconduct, he is eligible for admission to the Postal Insurance Fund under the orders contained in the Government of India, Department of Revenue and Agriculture, letter No. 765-F., dated the 24th June 1908."

This certificate should be issued only in connection with an actual application to join the Fund and should not be given to the applicant himself.

*Letter No. 7720-214, dated the 17th August 1908, from the Government of India, Department of Commerce and Industry, to the Government of Bombay (communicated to the Director-General of the Post Office of India under Department of Commerce and Industry endorsement No. 7721-7754-214 of the same date).*

With reference to your letter No. 2877, dated the 6th July 1908, addressed to the Secretary to the Government of India, Finance Department, I am directed to convey the sanction of the Government of India to the admission of section-writers to the privileges of the Postal Insurance Fund, on the condition that a certificate is granted in each case by a gazetted officer of the Department or office to which the proposer belongs declaring the latter eligible on the terms stated below.

2. The certificate should not be granted to men entertained only on an emergency or for any special work likely to last for a short time only, but to those who are taken on for the purpose of supplementing the regular establishment, and the

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duration of whose appointment will ordinarily or probably be continuous. The certificate, therefore, should be to the following effect :—

“ Certified that although ..... is not a permanent employé of Government, and is liable to discharge on a month's notice, or summarily in case of misconduct, he is eligible for admission to the Postal Insurance Fund under the orders contained in the Government of India, Department of Commerce and Industry, letter No. 7720—214, dated the 17th August 1908.”

This certificate should be issued only in connection with an actual application to join the Fund, and should not be given to the applicant himself.

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## CONTENTS OF APPENDIX No. 18.

### DESCRIPTION OF UNIFORM OF OFFICERS AND SUBORDINATES OF THE POSTAL DEPARTMENT ON FIELD SERVICE.

I.—Officers ranking with commissioned officers in the Army.

II.—European subordinates whose corresponding rank is below that of commissioned officer.

III.—Native subordinates.

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## APPENDIX No. 18.

## Description of uniform of Officers and Subordinates of the Postal Department on field service.

[See *Army Regulations, India, Volume VII, Section XXIV.*]

## I.—OFFICERS RANKING WITH COMMISSIONED OFFICERS IN THE ARMY.

Helmet.—Regulation with khaki cover. A zinc button covered with khaki will be used instead of the spike. Mounted officers will wear leather chin straps  $\frac{3}{8}$  inch broad.

Field cap.—Khaki serge or pashmina, Austrian pattern.

Frock.—Khaki drill or serge, full in chest, cut with patrol-shaped back and side bodies, patch pocket, with pointed flaps and small button on each side of breast outside, and with a one inch box pleat down the centre, left open so as to admit of expansion. The pockets which are slightly rounded off at the bottom, to be  $6\frac{1}{2}$  inches deep and  $6\frac{1}{2}$  inches broad at the top (outside measurement with centre pleat closed). The top edge of the pocket flap to be in line, one inch below the second button. Two inside pockets in lining of skirt in front fastened with small khaki covered button. Two pleats about three inches long on each side of neck in front, running slightly diagonally from collar seam in the direction of arm hole, also two pleats underneath the breast pockets, to give shape to the waist and fulness to the breast. Five small regulation buttons down the front. The back to have a yoke, sufficiently wide to cover the shoulder seams, ending under the shoulder straps, and not too deep. Sleeves cut plain, with pointed cuffs 5 inches high at the point and 2 inches behind. Three small pleats on sleeve immediately above the cuff, one in the centre of chevron and one on each side. Regulation buttons on pocket flaps.

Waist belt, to fasten with a buckle, cut to fit the waist, two inches wide put on inside but sewn through to the outside.

Shoulder straps of the same material as the frock, fastened at the top with small button of regulation pattern; badges of rank in metal. A slit up each side of sufficient depth to suit the height of the wearer.

Collar of the same material as the frock, stand and fall,  $1\frac{1}{2}$  to  $1\frac{3}{4}$  inches deep at centre of back, and from  $1\frac{1}{2}$  to 2 inches over the shoulder straps and at the fronts which are cut square and fastened with one hook and eye; the collar should be cut so that when worn without a linen collar it should just cover the neck band of the shirt.

Gorget patch.—Green cloth, two and a half inches long and one and a quarter inches wide, pointed at the outer end, sewn on to each side of the

collar ; a loop of black Russia tracing down the centre of the patch with a gilt stud at the end near the point.

Officers will wear on the shoulder straps, badges of rank as worn by officers of corresponding army rank, and brass distinctive letters indicating the department to which they belong thus :—

#### POST—FOR POSTAL.

Medals.—Will not be worn, but only the ribbons on a bar.

Trousers.—Khaki serge or drill. If preferred, officers whose duties require them to be mounted may wear pantaloons of brown cord, with long boots of brown leather, or putties and ankle boots.

Putties.—Woollen khaki.

Boots.—Ankle.

Spurs.—Steel jack spurs will be worn by all mounted officers.

Sword and scabbard.—Of any pattern.

Sword belt.—‘ Sam Browne ’ pattern.

Sword knot.—Brown leather.

Revolver.—Any pattern. To be carried in a brown leather case on the sword belt in rear of the right hip ; the ammunition pouch, which is also of brown leather, is also worn on the belt right side, front.

Haversack.—Of khaki drill. One large pocket. At the back of the pocket two smaller pockets, and a loop for knife and fork. Flap fastened with small button of regulation pattern, khaki web strap with white metal fittings.

Water-bottle.—Made of pure aluminium shaped to fit the side of the wearer. It is 5.25 inches deep, 7.25 inches wide, and 3 inches broad across top. The neck is 1.125 inches long. It has a cork stopper attached by a short chain. The cork is held on a stem, tapped at the end to receive a small nut, so that the cork, which is of the size generally used for wine bottles, etc., may be readily renewed when necessary. The bottle is covered with felt, and has a strap fixed around it, passing through four loops sewn on to the felt. The extremities of this strap, which are at the shoulders of the bottle, are provided with brass loops, through which the ends of the sling or carrier are passed. The sling is  $\frac{1}{2}$  inch wide, and of suitable length for the wearer. It has a brass stud fixed near each end and a hole at the end to button on to the stud. The sling may therefore be worn under belts, so as to carry the bottle steadily, and the latter may be removed without disturbing the sling. The leather is all brown “ best bridle.”

Greatcoat and cape.—Milled cloth, double-breasted, to reach within a foot of the ground. Stand and fall collar  $4\frac{1}{2}$  inches deep with a fly to cover the band of the cape when buttoned on. Loose round cuffs, 6 inches deep. Two pockets with flaps at the waist, in front, 2 openings behind at the side-seams, with pointed flaps 11 inches long at the points, a pocket inside the left breast. A slit 6 inches deep in the left side for hilt of sword to pass through. An opening behind, 19 inches long, with a fly. Two rows of buttons down the front, 6 in each row, the top buttons 6 inches apart, the bottom ones four inches from

centre to centre ; 3 buttons on each skirt-flap, 4 small, silk covered buttons at the opening behind and 5 flat buttons under the fly at the collar. A cloth back-strap attached to the top button of the skirt-flap, to confine the coat at the waist, a button-hole in the centre of the strap ; 2 hooks and eyes to the collar. Shoulder-straps on the coat of the same material as the garment ; a small button of the pattern authorised for the department at the top.

Cape of the same cloth as the coat, and long enough to cover the knuckles ; four small buttons in front ; to fasten at the neck with a leather strap, runner and buckle.

For mounted officers the following modifications will be made :—

The opening of the coat behind will be long enough to reach to the cantle of the saddle, and a gusset will be introduced commencing at the top of the slit and extending downwards to about 24 inches with about 19 inches width at the bottom. A tab with button-hole near the bottom of the gusset to close it when the coat is worn on foot. A small pocket with a flap at the back of the left sleeve. On the inside of each skirt a cloth band with button to secure the skirts over the knees when the coat is worn on mounted duties. The four buttons at the opening behind are omitted.

## II.—EUROPEAN SUBORDINATES WHOSE CORRESPONDING RANK IS BELOW THAT OF COMMISSIONED OFFICER.

Helmet.— }  
Field cap.— } As prescribed for officers.

Frock.—As prescribed for officers. The following points must be adhered to :—

- (a) The looseness round the shoulders and chest.
- (b) That the waist is drawn in by an inside belt.
- (c) The position and size of the pockets.

No gorget patch, but distinctive letters on shoulder straps as for officers. will be worn.

Trousers.—	.	.	.	.	} As prescribed for officers.
Putties.—	.	.	.	.	
Boots.—	.	.	.	.	
Sword belt.—	.	.	.	.	
Sword knot.—	.	.	.	.	} Any pattern.
Sword.—	.	.	.	.	
Scabbard.—	.	.	.	.	

Revolver.—In brown leather case, to be attached to the sword belt, in rear of right hip.

Greatcoat and cape.—Grey cloth staff, single-breasted, to reach within a foot of the ground, stand and fall collar four and a half inches deep, with a fly to cover the band of the cape when buttoned on. Sleeves without cuffs lined with brown linen, one inside pocket in the left breast, a slit in the left side for sword hilt to pass through ; five large gilt buttons down the front five inches apart ; one flat iron button at the collar seam to fasten the cape.

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one hook and eye on the collar. Body of the coat lined half way down with black shalloon.

Cape of the same material as the coat, of the pattern prescribed for officers.

### III.—NATIVE SUBORDINATES.

Uniform.—Khaki blouse, knickerbockers or pyjamas, with putties and ankle boots or native shoes; khaki puggri, or khaki cover to ordinary head-dress. Arms and equipment, as for European subordinates.

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## APPENDIX No. 19.

**Rules relating to District Officers' special Post Bags.**

1. Persons to whom the privilege of using a District officer's special post bag may be granted.—The privilege of using a "District officer's special post bag" is granted only to officers who have to travel on the public service and, except in very special cases, only to officers whose duties require them to travel in one District.

2. Conditions.—The grant of the privilege to a District officer is subject to the following conditions, namely :—

- (1) that the sanction of the Postmaster-General is obtained,
- (2) that a fee of R12 per annum is paid by the District officer,
- (3) that the bags and padlocks used are provided at the expense of the District officer.

NOTE.—The Post Office will supply the bags and padlocks (with duplicate keys) on payment in advance, when requested to do so. The bags will be made of drill and will be marked transversely on both sides (front and back) with three broad black stripes.

3. Delivery of a special bag at head-quarters.—When at head-quarters, a District officer who has been allowed the use of a special post bag will be entitled, without further payment, to have all *fully prepaid* unregistered letters, postcards, newspapers and packets received to his address enclosed in his special bag and delivered to his messenger at the window of his head-quarters post office.

4. Use of a special bag on tour.—When on tour, the officer will be entitled to have all *fully prepaid* unregistered letters, postcards, newspapers and packets received by post to his address by the post office at his head-quarters, sent to him in the special bag through the post office which serves his camp. The same bag may be used by him for sending articles of these classes to the post office at his head-quarters for the purpose of being posted.

II. If the officer desires it, he may also have official correspondence from and to his office at his head-quarters sent in the special bag, provided that full postage on such articles is paid in the usual way.

NOTE.—Articles from the office of the District officer intended for despatch in the special bag should be sent to the post office at the head-quarters of the District officer either with a memo. asking that they may be enclosed in the special bag or with this request noted in the peon's book of the office.

5. Procedure to be followed when registered articles are enclosed in a special bag.—Although a District officer's special bag will ordinarily contain only paid unregistered articles, the postmaster at the head-quarters of the officer may also enclose in it registered articles, provided that he has the written authority of the officer to do so. The Post Office will accept

no responsibility whatever for such articles when once enclosed in a District officer's bag.

II. When registered articles are enclosed in a special bag, they must be accompanied by a registered list. The registered articles should be enclosed in a separate bundle and the list tied on the top of the bundle. It should be arranged with the District officer that the receipts for such registered articles should, after being signed by him, be returned in the special bag made up by him for the post office at his head-quarters.

6. Procedure to be followed when unpaid articles are enclosed in a special bag.—Unpaid articles for a District officer may also be sent in his special bag, provided that he has advanced money to the postmaster to pay the postage due on such articles. When this is done, an account of the unpaid postage must be kept by the postmaster in the prescribed manner.

7. Despatch and delivery of special bags.—The special bag from the post office at head-quarters must be addressed to a *post office* to be named by the District officer or his office and the post office at head-quarters will not close a special bag unless information on this point has been furnished by the District officer or his office. The special bag should be forwarded to the addressee, entered in mail lists, at the post office to which it is addressed. This post office should deliver the bag to the person authorised by the District officer concerned to take it over, and then make a note as to its disposal against its entry in the mail list with which it was received, *e. g.*, "delivered to District officer's peon." It will be left to the Postmaster-General to decide how the fact that such person is authorised is to be determined. Ordinarily the possession of the official badge ("*chapras*," "*patta*") will be sufficient.

NOTE.—This rule may be relaxed under the orders of the Postmaster-General in very exceptional cases. For example, when a District officer is encamped on or near a mail line but at a long distance from a post office, the Head of the Circle may authorise the delivery of the special bag to the District officer's messenger at or in the neighbourhood of his camp. When such an arrangement is made the District officer concerned should be distinctly informed that the delivery of his bag in this way is authorised entirely at his own risk. The Postmaster-General should decide in each case of this kind how the District officer's messenger is to be identified and also in what form a receipt is to be taken for the special bag.

8. Despatch of a special bag from Camp.—The special bag from the District officer's camp, which will always be addressed to the post office at his head-quarters, should be sent from the post office nearest the camp. This post office should enter the bag in a mail list (whether it is authorised to prepare a mail list ordinarily or not) and forward it to the post office to which it is addressed.

9. Method of closing a special bag.—A District officer's special bag when despatched from the post office at the head-quarters to the officer's camp, or from the officer's camp to the post office at the head-quarters, must always be either sealed or locked. When a lock is used, it should have duplicate keys, one of which should be kept by the postmaster at the head-quarters and the other by the officer in camp.

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10. Procedure to be adopted in the case of the transfer of a District officer entitled to the use of a special bag.—If a District officer is transferred, or proceeds on leave, before the expiry of the period for which he has paid for the privilege of a special bag, his successor may be allowed the benefit of the special bag up to the end of the period for which the privilege was granted, or the officer concerned may be given a certificate entitling him to have the privilege of a special bag continued to him in his new District up to the end of the period for which the privilege was originally granted. In no case will the fee be refunded.

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# APPENDIX No. 20.

## STANDING ORDERS OF THE DIRECTOR-GENERAL OF THE POST OFFICE, BEING A REPRINT OF HIS EXISTANT CIRCULARS AND GENERAL ORDERS.

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## APPENDIX No. 20.

# Standing Orders of the Director-General of the Post Office, being a reprint of his extant Circulars and General Orders.

NOTE 1.—*This Appendix contains the extant Circulars and General Orders issued by the Director-General since 1873, and forms his Standing Orders. From the collection have been excluded all Circulars and General Orders which have lapsed or become obsolete, or which have been superseded or re-issued in a different form, e.g., embodied in the Post Office Manual, Postal Guide, Civil Service Regulations, Comptroller's Account Manual for Postmasters, etc., but orders notified by a Circular or General Order of the Director-General not to be found elsewhere, or instructions which it is desirable should not be lost sight of, have been reproduced for ready reference.*

NOTE 2.—*To the collection are appended two indexes: one a classified index, by means of which all the Standing Orders on any given subject can be seen at a glance; the other an alphabetical index, with the aid of which the Standing Order on any particular subject can be readily found. For convenience in referring from the indexes to the Standing Orders, the latter have been serially numbered according to their chronological position in the collection. Wherever reference is made to any Circular or General Order in the collection, the No. and date under which it was originally issued, as well as its Standing Order No., should be cited, thus—Director-General's Circular No. 88, dated 19th March 1873 (Standing Order No. 1).*

NOTE 3.—*Any Standing Orders that may be hereafter added to the collection will be serially numbered in continuation of those now republished.*

NOTE 4.—*The No. and date of the Circular or G. O. cited at the head of each S. O. is that of the original Circular or G. O., but in several cases the latter has been revised in matters of detail in order to bring it up-to-date.*

## 1. APPOINTMENT OF PUBLIC OFFICERS AS ARBITRATORS.

### *Circular No. 88, dated 19th March 1873.—*

\* \* \*

*Government of India, Financial Department, Resolution No. 1355, dated the 27th February 1873.*—The question whether public officers should be permitted to act as arbitrators for the settlement of disputes having come under the consideration of the Governor General in Council, His Excellency has been pleased to lay down the following rules, subject to which public officers may undertake such arbitrations:—

- (1) An officer shall not act as arbitrator in any case without the sanction of his immediate superior, or unless he be directed so to act by a Court having authority to appoint an arbitrator.
- (2) No public officer shall act as an arbitrator in any case which is likely to come before him in any shape in virtue of any judicial or executive office which he may be holding.
- (3) If an officer act as arbitrator at the private request of disputants, he shall accept no fees.
- (4) If he act by appointment of a Court of Law, he may accept such fees as the Court may fix.

2. SECOND-HAND BOOKS MAY BE PURCHASED IN INDIA AND NOT THROUGH SECRETARY OF STATE.

***Circular No. 158, dated 12th February 1874.— \* \* \****

*Government of India, Finance Department, No. 754, Resolution, dated the 1st January 1874.*—RESOLUTION.—With the sanction of the Secretary of State for India, the Governor General in Council is pleased to declare that the rule [regarding the prohibition of the purchase in England of books, etc., required for the public service, otherwise than through the Secretary of State] does not apply to purchases of second-hand books which could very often be bought in India for less than the price at which they can be procured from England.

3. CHECK ON ENDORSEMENTS ON GOVERNMENT PROMISSORY NOTES TENDERED AS SECURITY DEPOSITS.

***Circular No. 30, dated 1st July, 1875.— \* \* \* \****

*Government of India, Financial Department, Resolution No. 1477, dated 19th June 1875.*—RESOLUTION.— \* \* \* \* \*

Public officers should be reminded that the best precaution which can be taken by them, in the case of Government promissory notes tendered as security deposits by contractors and others, if there be any doubt as to the regularity of the endorsements thereon, is to send such notes to the Public Debt office for renewal.

4. OFFICERS APPLYING FOR MEDICAL AID TO APPEND THEIR OFFICIAL DESIGNATIONS TO THEIR SIGNATURES.

[See also S. O. 26 and 30.]

***Circular No. 7, dated 27th May 1876.— \* \* \* \****

*Government of India, Home (Medical) Department, letter No. 193, dated the 31st March 1876, to Surgeon General, Indian Medical Department [communicated to Director-General under Financial Department No. 2361, dated 29th April 1876].*—I am directed to acknowledge your letter No. 1430, dated the 19th ultimo, and in reply to say that———'s explanation of the circumstances under which he refused to attend upon an officer of the Telegraph Department who required his attendance is accepted. To prevent similar misapprehensions orders will be issued to all heads of departments in Calcutta to instruct their subordinates to append their official designation to their signatures when applying for medical aid from any of the medical officers whose duty it is to attend upon them without charge.

5. ACCEPTANCE BY GOVERNMENT SERVANTS OF PRESENTS FROM NATIVE CHIEFS AND OTHERS.

***Circular No. 27, dated 3rd August 1876.— \* \* \****

*Government of India, Foreign Department, Circular No. 1299-G., dated the 20th June 1876 [communicated to Director-General under Financial Depart-*

*ment No. 1317, dated 30th idem*].—I am directed to forward, for your information and guidance, and communication to your subordinates, the following summary of the existing . . . . . rules regarding the acceptance by Government servants of presents from Native Chiefs and others :—

- \* \* \* \* \*
- (II) The prohibition of the receipt of presents from Native Chiefs and others does not extend to the receipt of a few flowers or fruits and articles of inappreciable value, although even such trifling presents should be discouraged.
- \* \* \* \* \*
- (V) The general prohibition extends to all servants of Government, Native or European, Covenanted or Uncovenanted, in whatsoever department they may be serving.
- (VI) Where presents cannot absolutely be refused without giving offence, they must be delivered up to Government, and to this rule no exception whatsoever is permissible, save with the express sanction of His Excellency the Governor General in Council, which will only be given under very special circumstances.

—————

6. CLAIMS AGAINST GOVERNMENT, TO BE PAID DOWN TO PIES.

*Circular No. 22, dated 24th June 1878.*— \* \* \*

*Government of India, Financial Department, Resolution No. 932, dated 14th June 1878.*—RESOLUTION.—In the discharge of claims against the Government, payment should be made down to pies, and . . . pies should be recorded in the earlier stages of the accounts, but thrown out in the later stages.

This order applies to all payments by Government, in whatever department they are made.

—————

7. SUPPLY OF ARMY LISTS TO POST OFFICES AT CANTONMENT STATIONS.

*Circular No. 102, dated 8th February 1879.*— \* \*

Post offices located at cantonment stations should be supplied with *Army Lists*.

\* \* \* \* \*

—————

8. RUNNERS NOT TO BE SUPPLIED WITH UNIFORMS.

*Circular No. 53, dated 12th June 1879.*—A case has recently occurred in which a superintendent supplied the runners of various lines with uniform (turban and coat), deducting the cost thereof from their pay. I take this opportunity of stating that I disapprove altogether of the

practice of supplying runners with uniform, and should the practice exist in your circle, it should be stopped.

\* \* \* \* \*

#### 9. EMPLOYMENT OF BUNNIAHS AND OTHER SHOP-KEEPERS AS POSTMASTERS.

[See also S. O. 36.]

**Circular No. 94, dated 18th October 1880.—** \* \* \*

*Director-General's Memorandum on the employment of bunniahs or borahs and other classes of shop-keepers as postmasters.*—I regard the extension of postal facilities into the interior of districts as a very important measure. Much has already been done and much more doubtless yet remains to be done in the direction of village postmen. But the multiplication of small post offices is another way of attaining the object in view. Such offices must necessarily be conducted on a very economical scale, and yet the retention of sub-postmasters on very low salaries is, in my opinion, a policy of doubtful wisdom. Moreover, the work at such insignificant offices would be wholly insufficient to occupy the entire time of one man.

2. A natural solution lies in the employment of small shop-keepers and others, as is done in England, who for a small trifle gladly undertake the performance of postal duties, the tendency of which is to attract more customers to their shops.

3. I think that in India the village bunniah\* or borah might usefully be employed in this business. He might be given about Rs2 per month, besides an allowance of 8 annas for contingencies. His duties should be as simple as possible, and should be confined to the despatch and delivery of mails and to registration. Possibly, money order work and insurance might be added to the above, but this is a point for future consideration. No furniture would be wanted besides a letter-box, a goldsmith's scale (when necessary) and a seal. The bunniah village postmaster should be allowed, if he likes, to work sitting native fashion on the floor; consideration should be shown him, and he should not be made to submit frequent reports, or be in other ways worried. For officers of this character, fines are obviously unsuited and should never be imposed. The success or failure of the scheme will depend largely on the attitude of the inspector: for the local shop-keeper will of course not submit to annoyance for so small a remuneration....All correspondence might be in any vernacular language known to the head office or sub-office.

\*The work may perhaps be entrusted to a money-changer, any shop-keeper or other respectable resident.  
4. When the village concerned is situated on a mail line, no carrying establishment will be required: in other cases, one or more runners will have to be put on. But speed on such lines should not be looked for and long distances (say 12 miles per man) should be travelled by every runner. A daily service will not be necessary. In the majority of cases, a tri-weekly or semi-weekly service each way will suffice.

5. If the correspondence be trifling, the village postmaster will himself arrange for their delivery. If the number of covers for delivery be numerous, a gratuity for delivery may be given to the runner or a special allowance given to the village postmaster who will make his own arrangements for delivery.

6. The bunniah or borah has customers generally in surrounding villages and knows their residences; his agency, therefore, will be a good one for the delivery of correspondence. He has also the confidence of his customers which would be a great help to this department, and would tend to extend the use of the post office.

\* \* \* \* \*

8. It occurs to me that the services of Government pensioners might also be utilised in the like way. But this class of men are comparatively speaking rare, while the local shop-keeper is always to be found, and, if well treated, would prove a very valuable adjunct to the postal service.

9. A similar agency might also be employed in cities or towns for the multiplication of receiving offices. In some instances, advantage would result from the abolition of the comparatively highly-paid local receiving clerk now employed and the substitution of four or five receiving offices under shop-keepers. In such cases also, money order, insurance, and parcel work may be trusted to these men, their allowances being correspondingly increased.

#### 10. SALE OF NON-JUDICIAL STAMPS BY POSTMASTERS.

***Circular No. 109, dated 26th November 1880.—*** \* \*

*Government of India, Financial Department, Resolution No. 3684, dated 15th November 1880.*—RESOLUTION.—The Hon'ble the President in Council .... leaves it to the discretion of the Local Governments to grant, with the previous consent of the Postal authorities, licenses to postmasters for the sale of non-judicial stamps under the same conditions and restrictions as are observed in the case of ordinary licensed vendors.

#### 11. LETTERS OR MAILS BROUGHT BY AN INDIAN GOVERNMENT VESSEL.

***Circular No. 13, dated 17th May 1881.—*** \* \* \*

*Government of India, Military (Marine) Department, Circular No. 6, dated the 30th April 1881 [communicated to Director-General under Financial Department, No. 521, dated 14th May 1881].*—The Governor General in Council is pleased to notify, in supersession of all orders on the subject, that whenever an Indian Government vessel arrives in port with letters or mails on board, these are to be sent immediately to the post office in charge of an officer or other trustworthy person. Should exceptional circumstances render this course impossible, intimation should at once be given to the post office that such mails are on board.



## 12. SALE OF PROPERTY TO NATIVES BY GOVERNMENT OFFICERS.

[See also S. O. 13.]

**Circular No. 84, dated 3rd October 1881.—** \* \* \*

*Government of India, Foreign Department, Resolution No. 1667, dated the 30th September 1868 [communicated to Director-General under Home Department Notification No. 1437, dated the 23rd September 1881].—*

\* \* \* \* \*

4. The following rules .... must be considered applicable to European public servants of all descriptions, Civil, Military, and Uncovenanted.

5. I.—Whenever a public servant wishes to dispose of a house, bungalow, elephant, horse or carriage, or other valuable property, to any native within his jurisdiction, or within the limits of the district in which he is employed on the public service, and from which he is not about to remove, he must report his intention to the Local Government to which he is subordinate, stating the facts and circumstances and the price offered for the article, to be sold. The Local Government will then pass such orders on the reference as may seem fit and proper.

II.—Whenever a public servant is about to quit his station or district permanently or for a considerable period, and wishes to dispose of his house, bungalow, elephant, carriages and horses, and the like property of value, to native purchasers, he shall report his intention to the Commissioner or the head local authority to which he may be immediately subordinate, and that authority will use its discretion in allowing the transaction, or in reporting the circumstance to the Local Government for further orders.

III.—Whenever a public servant, on quitting his station or district, wishes to dispose of his furniture, household goods, livestock, etc., he is at full liberty to do so either by circulating lists of such property amongst the community generally, or by having the same put up to public auction, without reference to any authority whatever. All that is necessary is that the transaction should be open and patent to everybody on the spot.

IV.—Rule No. 1 is to be considered applicable to purchases equally with sales.

\* \* \* \* \*

## 13. SALE OF PROPERTY TO NATIVES BY GOVERNMENT OFFICERS.

[See also S. O. 12.]

**Circular No. 158, dated 31st January 1882 —** \* \* \*

*Government of India, Home Department, Notification No. 53, dated 20th January 1882.—NOTIFICATION.—*In continuation of Home Department

Notification No. 1437, dated the 23rd September 1881 [S. O. 12], *re* publishing rules regarding the sale of property to Natives and Government officers, it is hereby notified for general information that the above rules are not applicable to *bonâ fide* transactions with regular dealers.

#### 14. PRINTING BY PRIVATE PRESSES.

*Circular No. 9, dated 23rd September 1882.*— \* \*

*Government of India, Financial Department, letter No. 3822, dated 19th September 1882, to Director-General of the Post Office.*—I am directed to acknowledge receipt of your letter No. 5794, dated 30th August 1882, submitting your remarks on the subject of the employment of private presses for the execution of printing work required for the Postal Department.

2. You are of opinion that resort to private presses would not be desirable in respect to the standard forms of the Postal Department, but you think it probable that such presses might advantageously be employed for the issue of certain periodical publications to which you refer.

3. .... The Governor General in Council accepts your proposals to have certain classes of work done at private presses .... At the same time .... it is not the wish of the Government of India to attempt to transfer the Post Office printing at once, and as a whole, to private presses; but the Governor General in Council would be glad to see private presses utilised in an increasing degree for the printing work of the Post Office, and no extension of the present departmental presses should be made without the special sanction of the Government of India. The employment of private agency seems especially suitable in the case of specific pieces of work which would not be beyond the ordinary working power of a private press, and the transfer of which would admit of a saving of expenditure in the Government Press at least equal to the cost of printing at a private press. It would, of course, be necessary that stringent conditions should be imposed as to the quality of work to be given to private presses, and the period at which the work must be finished.

4. In future, you should notice in your annual administration reports the extent to which private presses may have been used during the year. It is, of course, to be understood that recourse should not be had to private presses in any case in which the cost of printing would be greater than the rates at which the work could be done by the existing departmental presses, assuming always that the rates of these presses are fairly calculated.

#### 15. PRINCIPLE DETERMINING SENIORITY OF OFFICERS ENTERING A GIVEN GRADE ON SAME DATE.

*Circular No. 148, dated 7th December 1882.*— \* \*

*Director-General's letter No. 10181, dated 7th December 1882, to Postmaster-General, Bombay.*—I have the honour to acknowledge the receipt of your letter No. 899, dated 27th November 1882, relative to the principle that should determine the relative seniority in the Department of two officers who enter a given grade on the same day.

2. No rule has been prescribed either in the *Manual* or by circular ; but, as remarked by you, the principle usually followed is that the grading in such cases should be governed by seniority in the Department.

3. You cite an instance of the injustice of this principle, and suggest that seniority in the grade below should be carried into the grade above.

4. I entirely agree in the opinion you have expressed, and the principle you have suggested should in future be followed.

# 16. OFFICERS ENTITLED TO PRESIDENCY HOUSE-RENT RESIDING IN PUBLIC BUILDINGS.

[See also S. O. 18, 19 and 20.]

## *Circular No. 164, dated 4th January 1883.— \* \* \**

*Government of India, Financial Department, Resolution No. 3413, dated 29th December 1882.*—RESOLUTION.—The Governor General in Council is pleased to rule that, in future, all officers entitled to Presidency house-rent shall, when residing in any public building, forfeit Presidency house-rent, and shall also pay house-rent on the scale laid down in the G. G. O. of 13th October 1866. But officers who are supplied with public quarters and compelled to live in them for special reasons, such as Resident Physicians and Surgeons of Hospitals, are exempted from the operation of this rule, so far as relates to the payment of rent for the occupation of such quarters.

# 17. CUTTING OR BREAKING OF COIN UNDER INDIAN COINAGE ACT, 1870.

[See also S. O. 27.]

## *Circular No. 178, dated 22nd January 1883.— \* \* \**

*Government of India, Financial Department, Notification No. 57, dated 5th January 1883.*—NOTIFICATION.—In exercise of the powers conferred by Section 16 of the Indian Coinage Act, 1870, and in supersession of the orders noted on the margin, the Governor General in Council is pleased to authorise the undermentioned officers to cut or break coin under that section :—

Financial Resolution No. 3299, dated 4th October 1872, and Notification of the same date.  
 Financial Notification No. 1909, dated 29th March 1877.  
 Financial Resolution No. 3356, dated 1st November 1880.  
 Financial Notification No. 2849, dated 25th November 1882.

(1) Every officer in charge of a District Treasury.

(2) Every Assistant Collector, Deputy Collector, Assistant Commissioner, or Extra Assistant Commissioner in charge of a Sub-Treasury.

\* \* \* \* \*

(9) And any officer of any Municipality ... authorised by the Local Government or Administration.

And in exercise of the powers conferred by Section 28 of the same Act, the Governor General in Council is pleased to prescribe the following rules :—

(1) When any silver coin purporting to be coined and issued under the

*Extract from Act No. XXIII of 1870—India.*

\* 16. When any silver coin purporting to be coined and issued under the authority of the Government of India is tendered to any officer authorised by the Governor General in Council or the Local Government to act under this section, who has reason to believe it to have lost, by reasonable wearing, more than two per cent. in weight, or to be counterfeit, or to have been reduced in weight otherwise than by reasonable wearing, or to be called in by any proclamation,—he may, by himself or another,—(subject to the rules which the Governor General in Council prescribes in this behalf), cut or break such coin.

authority of the Government of India is tendered to any of the officers authorised by this notification to act under Section 16\* of the Indian Coinage Act, 1870, who has reason to believe it to be counterfeit, or to have been reduced in weight otherwise than by reasonable wearing, he shall cut or break such coin, and, under Section 16 of the said Act, return the pieces to the person tendering the coin. In cutting or breaking coins officers should avoid completely dividing them, as it is often convenient to identify the parts of a particular coin. Such identification becomes impossible if the pieces are wholly separated. Care should, however, be taken that the destruction is complete.

- (2) When any rupee or half rupee purporting to be coined and issued under the authority of the Government of India is tendered to any such officer, who has reason to believe it to have lost, by reasonable wearing, more than two per cent. in weight, he shall cut or break such coin, and, at the option of the person tendering the coin return to him the pieces, or retain them and give credit for them at the rate of one rupee for one hundred-and-eighty grains troy weight.

- (3) A quarter-rupee or an eighth of a rupee tendered to such an officer must under Section 13\* of the Act, be accepted as legal tender for a fraction of a rupee even though it has lost, by reasonable wearing, more than two per cent. in weight.

*Extract from Act No. XXIII of 1870—India.*

\* The said rupee and Rupees and half-rupees shall be legal tender.

legal tender in payment or on account: Provided that the coin has not lost more than two per cent. in weight:

Provided also that it has not been clipped or filed, or defaced or diminished otherwise than by use.

The quarter-rupee and Four-anna and eighth of two-anna pieces, a rupee shall be legal tender only for the fractions of a rupee, subject to the second proviso contained in this section.

- (4) If, by reason of the obliteration of the device upon it, or for any other cause, any quarter-rupee or eighth of a rupee coined and issued after the 1st September 1835, that shall come into the possession of such an officer, shall appear to him to be unfit for further circulation, it shall not be cut or broken, but shall, whatever be its weight, be withdrawn from circulation and dealt with in the manner prescribed in rules 5 and 6.

But quarter-rupees and eighths of a rupee shall not be withdrawn from circulation, if they appear to be otherwise fit to circulate, only because they have lost by reasonable wearing more than two per cent. in weight. Such coins, if coined and issued before 1st September 1835, must, however, be dealt with under Section 16 of the Act.

\* \* \* \* \*

These rules apply to all silver coin of the same weight and value as British-Indian currency, coined by the Government of India on behalf of the Government of Portuguese India, or coined under the Native Coinage Act, IX of 1876, on behalf of Native States. They do not affect the orders contained in the Resolution of the Government of India in the Financial Department No. 2432, dated 17th August 1881, under which, for the present, all genuine coin which has not been diminished by fraudulent means or has been diminished only by what are ordinarily known as shroff marks, shall be received at its nominal value; accordingly, in so far as regards such coin, the second rule of those now prescribed is suspended, except that coin which has been reduced more than two per cent. in weight by reasonable wearing shall be cut or broken as heretofore, although it be received at full value.

#### 18. OFFICERS ENTITLED TO PRESIDENCY HOUSE-RENT RESIDING IN PUBLIC BUILDINGS.

[See also S. O. 16, 19 and 20.]

***Circular No. 17, dated 10th May 1883.***— \* \* \* \*

*Government of India, Financial Department, letter No. 558, dated 4th May 1883, to Government of Bengal, Appointment Department.*— ..... The rule contained in the Resolution of the Government of India in this Department, No. 3413, dated the 29th December last [S. O. 16], applies to all officers, Civil as well as Military, at the Presidency, who are entitled to Presidency house-rent.

#### 19. OFFICERS ENTITLED TO PRESIDENCY HOUSE-RENT RESIDING IN PUBLIC BUILDINGS.

[See also S. O. 16, 18 and 20.]

***Circular No. 41, dated 16th July 1883.***— \* \* \*

*Government of India, Financial Department, Resolution No. 1884, dated 10th July 1883.*—RESOLUTION.—... The house-rent to be recovered from Civil Officers under the Resolution of the 29th December 1882 [S. O. 16] shall in each case be fixed (by the Superintending Engineer of the Circle, in the case of houses in charge of the Public Works Department), so as to cover interest at  $4\frac{1}{2}$  per cent. on the actual or estimated capital cost of the property, in addition to a fair allowance for risks and for the cost of repairs.

20. OFFICERS ENTITLED TO PRESIDENCY HOUSE-RENT RESIDING IN PUBLIC BUILDINGS.

[See S. O. 16, 18 and 19.]

*Circular No. 73, dated 2nd October 1883.*— \* \* \*

*Government of India, Financial Department, Resolution No. 3476, dated 27th September 1883.*—RESOLUTION.—... When Government has to pay rent for any house occupied by a Civil Officer, the actual rent, if the officer occupies the whole house, or a fair share, to be determined by the Superintending Engineer, if he occupies a part, should be recovered from the officer.

2. Neither in this case, nor where a full rent covering interest at  $4\frac{1}{2}$  per cent. on the capital cost and a fair allowance for risk and repairs is charged, shall the officer forfeit the Presidency house-rent allowance to which he may be entitled under rule.

\* \* \* \* \*

4. If difficulty arises in any other cases, they may be referred to the Government of India for decision.

21. PECUNIARY ARRANGEMENTS BETWEEN GOVERNMENT SERVANTS IN CONNECTION WITH RESIGNATION OF APPOINTMENT.

*Circular No. 138, dated 17th January 1884.*— \* \* \*

*Government of India, Home Department, Resolution No. 55—1864-73, dated the 29th December 1883.*—RESOLUTION.—The Governor General in Council considers it desirable to re-publish for general information the following orders issued by the Government of India prohibiting civil and military servants of the Government from entering into pecuniary arrangements with members of the service or department to which they belong in connection with the resignation of any appointment held by them. Officers of Government are warned that any violation of these orders will be severely visited on the offender.

*Government of India, General Department, Notification No. 216, dated 9th September 1842.*—NOTIFICATION.—It having come to the knowledge of Government that very erroneous impressions are entertained on the subject of pecuniary arrangements referable to the resignation of appointments, the Honourable the President in Council is pleased to give notice that all such arrangements are prohibited, and that, on proof of any appointment, civil or military, having been resigned under such circumstances, the nomination consequent on such resignation will be cancelled, and the parties concerned suspended the service in Public Orders pending the pleasure of the Honourable the Court of Directors.

22. PREFERENCE TO BE GIVEN TO TELEGRAPHISTS IN FILLING VACANCIES.

[See also S. O. 28.]

*Circular No. 174, dated 28th February 1884.*— \* \*

3. If, in making selections to fill vacancies in post offices, preference will always be given to men who are trained in telegraphy I have no doubt many

men will be willing to place themselves under instruction without being paid any allowances.

4. Men trained in telegraphy may be appointed to any office whether it be a combined office or not. They will be available to take up telegraph work whenever occasions for their services arise.

### 23. GRANT OF LEAVE TO POSTAL EMPLOYEES UNDER TRAINING IN TELEGRAPHY.

*Circular No. 179, dated 29th February 1884.*— \* \*

Except under very special circumstances, leave may not be granted to men who are attending training classes [in telegraphy] ; and when for special reasons leave is granted, the special circumstances of each case should be communicated to the Superintendent of Telegraphs.

### 24. SUPPLY ON INDENT OF POSTAL SERVICE POSTCARDS TO TELEGRAPH DEPARTMENT.

*Circular No. 144, dated 18th October 1884.*— \* \* \*

*Director-General of Telegraphs' letter No. 3328, dated 7th October 1884, to the Director-General of the Post Office of India.*—... I have the honour to ask that you will be good enough to issue instructions to heads of postal circles to comply with indents signed or countersigned by Chief Superintendents of this Department for postal service postcards.

### 25. CONNECTION OF GOVERNMENT SERVANT WITH THE PRESS.

*Circular No. 146, dated 15th October 1884.*— \* \* \*

*Government of India, Home Department (Public), Resolution No. 19—1134, dated 8th July 1875.*—RESOLUTION.—Questions having recently arisen as to the extent to which officers in the service of Government are permitted to connect themselves with the Press, the Governor General in Council thinks it desirable that the existing orders on the subject should be clearly understood :—

I.—No officer in the service of Government is permitted, without the previous sanction in writing of the Government under which he immediately serves, to become the proprietor, either in whole or in part, of any newspaper or periodical publication, or to edit, or manage any such newspaper or publication. Such sanction will only be given in the case of newspapers or publications mainly devoted to the discussion of topics not of a political character, such, for instance, as art, science or literature. The sanction will be liable to be withdrawn at the discretion of the Government.

• II.—Officers in the service of Government are not prohibited from contributing to the public press, but their position makes it in

cumbent upon them to confine themselves within the limits of temperate and reasonable discussion, and they are prohibited from making public, without the previous sanction of Government, any documents, papers or information of which they may become possessed in their official capacity. These rules have been hitherto in most cases honourably observed. In case of a departure from them, or if the Government should consider the connection of any officer with the Press to be contrary to the public interests, his liberty to contribute will be withdrawn.

III.—The Government of India will decide in case of doubt, whether any engagements of officers with the Press are consistent with the discharge of their duties to the Government.

\* \* \* \* \*

## 26. RIGHTS OF GOVERNMENT CLERKS TO MEDICAL ATTENDANCE AND MEDICINES.

[See also S. O. 4 and 30.]

**Circular No. 188, dated 8th December 1884.**— \* \*

*Government of India, Home Department (Medical), Resolution No. 14/447-464, dated 25th October 1884.*—RESOLUTION.—The Governor General in Council is pleased to prescribe the following rules in supersession of all previous orders on the subject, with effect from the 1st January 1885 :—

(1) All clerks of all Government Offices are entitled to gratuitous medical attendance and medicines for themselves.

\* \* \* \* \*

(3) Subject to the above rules, clerks drawing Rs250 per mensem and upwards are entitled to the services of the Civil Surgeon, and those drawing less than that amount to the services of the Assistant Surgeon or medical subordinate provided for the purpose, it being understood that...the attendance of the Civil Surgeon should be given in all cases of emergency or of great danger or difficulty, when applied for by the subordinate medical attendant.

## 27. PAYMENTS ON ACCOUNT OF SHORT-WEIGHT COINS MAY BE SANCTIONED AS CONTINGENT CHARGES.

**Circular No. 192, dated 11th December 1884.**— \* \*

[See also S. O. 17.]

*The Director-General's letter No. 10386, dated 11th December 1884, to Comptroller, Post Office.*—...I have the honour to state that the orders issued in this office No. 6035, dated 8th October 1879, to the Postmaster-General, Bombay, authorising him to sanction as contingent charges sums paid on account of discount on short-weight coins, may be held applicable to all heads of circles in similar cases.



. POSTAL CLERKS TO BE ENCOURAGED TO LEARN TELEGRAPHY.

[See also S. O. 22.]

**Circular No. 200, dated 23rd December 1884.— \* \* \***

*Bengal Circular No. 110, dated 12th December 1884.*—When visiting a combined head office recently the Postmaster-General found that one of the postal clerks had devoted his spare time to learning signalling, and that he was able to receive and despatch messages and conduct the telegraph work whenever the sanctioned signaller happened to be away. This is very satisfactory, and the Postmaster-General hopes that the example will be followed by other postal clerks in all combined head offices and also in sub-offices where there are two men employed, only one of whom knows signalling. At present signallers in combined offices have very little telegraph work to do, and they have always plenty of time in which to instruct others in signalling. As a rule, also, postal clerks have a certain amount of leisure in which they could gradually learn signalling. There is certain soon to be a great extension of the system of combined offices, and it is desirable for as many postal officers as possible to qualify themselves, so that they may not be superseded by signallers of the Telegraph Department or outsiders. The Postmaster-General will also do all he can to further the advancement of postal clerks and sub-postmasters who show their industry by learning signalling while carrying on their ordinary duties. When they are satisfied that they are able to pass the Telegraph Department's examination, they will, if necessary, be allowed casual leave for a week or ten days, so that they may complete their training by a few days' study in a telegraph class and then be examined with the view of obtaining the usual certificate.

**29. RIGHTS OF SOLDIERS WHO ARE DEPOSITORS IN THE POST OFFICE SAVINGS BANK.**

**Circular No. 203, dated 31st December 1884.— \* \* \***

*Government of India, Military Department letter No. 703B, dated 17th December 1884, to Director-General of the Post Office of India.*— \* \* \* \*

2. ....A soldier in regard to the post office savings bank is on the same footing as a civilian, and the commanding officer has no authority to claim to countersign the deposits and withdrawals.

**30. TITLE OF GOVERNMENT OFFICERS TO MEDICAL ATTENDANCE.**

[See also S. O. 4 and 26.]

**Circular No. 218, dated 16th January 1885.— \* \* \***

*Government of India, Home Department (Medical), Resolution No. 12/334-51, dated 16th August 1884.*—RESOLUTION.— \* \* \* \* \*

2. ....The Governor General in Council is ..pleased to decide that all officers of Government in the Bengal Presidency, living at the head-quarters station of a district, and drawing a salary (as defined in the *Civil Service Regulations*) of Rs250 and over, whether gazetted or not, shall, in future, be entitled

to gratuitous medical attendance at their own residences from Civil Surgeons. Gazetted officers drawing less than R250 a month will no longer be entitled to the gratuitous medical attendance of a Civil Surgeon.

### 31. GRANT OF MOONSHEE ALLOWANCES TO EUROPEAN SUPERINTENDENTS.

*Circular No. 241, dated 27th February 1885.*—I have the honour to forward, for your information, a reprint of this office circular No. 93, of the 14th February 1871.

2. It has been ruled by the Government of India, that the term "Europeans," used in the Government Resolution issued with that circular, means pure Europeans, and includes not only Europeans, who may be appointed to the few special appointments in the Post Office Department reserved for Europeans, but also persons who, although appointed to the Post Office as being "Natives of India" [as defined in the *Civil Service Regulations*] are still pure Europeans in the sense of being born from European parents of pure blood.

*Director-General's Circular No. 93, dated 14th February 1871.*—Copy [of the following is] forwarded to all heads of circles, with the remark that the moonshee allowance, referred to, is for passing in the vernacular of the Province by the second or higher military standard.

*Government of India, Financial Department letter No. 4040, dated the 29th December 1870, to the Director-General of the Post Office of India.*—I am directed to acknowledge the receipt of your letter No. 16-C, dated the 5th instant, and in reply to inform you that the Governor General in Council is pleased

\* Home Department's Resolution No. 15-959, dated the 24th February 1868.

Europeans in the

† (Now superintendents.)

to sanction your recommendation to extend the order\* granting moonshee allowance of R180 to certain classes of European officers in the Survey, Police, Customs, and Forest Departments, to Europeans in the Postal Department of the grades of inspectors,† including the candidate inspectors† attached to the North-Western Provinces and the Punjab, but it is to be distinctly understood that in no case is this allowance to be given to natives.

### 32. CORRESPONDENCE ADDRESSED TO DIRECTOR-GENERAL.

*Circular No. 260, dated 16th March 1885.*—To ensure uniformity in procedure, it is requested that a separate series of Nos. may be given to letters addressed to this office. No case-marks of any kind should be attached to these Nos.

2. Not more than one subject should ordinarily be treated of in any communication addressed to this office.

3. The abstract (in the heading of letters) should be filled in carefully. Sometimes the abstract is so carelessly entered, that it gives no indication of the subject of the communication.

\* \* \* \* \*

### 33. DISCONNECTION OF TELEGRAPH INSTRUMENTS FOR PRACTICE SIGNALLING, PROHIBITED.

**Circular No. 262, dated 18th March 1885.**—The following is forwarded to all postal circles with a request that the necessary orders may be issued prohibiting the disconnection, for the purpose of practising signalling, of telegraph instruments permanently fitted up in combined offices. It will be seen that instructions have been issued to Chief Superintendents to supply selected combined offices with school sounders and keys in addition to dummy keys which will be supplied to all combined offices. ....

**Director-General of Telegraphs' Circular letter No. 6614-T, dated 16th February 1885, to Chief Superintendents.**—.... It is now notified that in certain selected combined offices where the necessity for a battery does not present difficulties, a school sounder with key may be supplied in addition to a dummy key. The Chief Superintendents will select the offices in consultation with the heads of postal circles.

### 34. POSTAGE STAMPS OF HIGHEST DENOMINATIONS TO BE USED FOR TELEGRAMS.

**Circular No. 2, dated 2nd April 1885.**— \* \* \* \*

2. For the purpose of stamping telegrams received at post offices one rupee postage stamps should be used in all cases in which their use is possible. In other cases, postage stamps of the highest suitable denomination should be used, and it should be understood, as a standing rule, that half-anna postage stamps should never be used, except on the ground of absolute necessity. The advantage of using as few stamps as possible is not only that there is a saving of time to the post office officials who have to affix them, but that there is a reduction of work in the Check Office of the Telegraph Department.

### 35. REDIRECTION OF ARTICLES FROM FRENCH SETTLEMENTS IN INDIA.

**Circular No. 11, dated 10th April 1885.**—Closed bags or packets are received from France at the various French

\* Pondicherry.  
Chandernagore.  
Karikal.  
Mahé.  
Yanam.

Settlements\* in India, and their contents are disposed of by the local French post offices. It occasionally happens, however, that correspondence received in these bags has to be redirected to other

parts of India, and the following arrangements have lately been made regarding the redirection of such correspondence:—

When an article originally received at a French Settlement in India in a closed mail from France, and paid by means of French postage stamps, is redirected to any Indian post office, it will be treated as fully pre-paid (irrespective of the value of the stamps affixed to it), and will be forwarded to its revised destination without any charge.

If any such article does *not* bear French postage stamps, it will be treated as an ordinary inland article, posted at one Indian post office for

delivery at another, and will be taxed with *Indian inland postage*, under the inland rules.

2. Post offices at which the redirected articles referred to are received for delivery, should be instructed to deliver them either as fully prepaid, or as unpaid inland articles, according as they do, or do not, bear French postage stamps. The Indian office at which the redirected articles are re-posted, will be, in the first instance, responsible that the instructions above laid down are followed, and the offices of delivery should not challenge any redirected article that has been passed by the office where it has been re-posted.

3. These instructions apply to ordinary letters, postcards, printed articles, business papers and samples.

### 36. EMPLOYMENT OF STATION-MASTERS AS POSTMASTERS.

[See also S. O. 9.]

*Circular No. 61, dated 24th June 1885.*— \* \* \* \*

3. I would....ask heads of circles to try, with the aid of the [railway] traffic authorities, to enlist station-masters as postmasters.

4. On many of the little branch railways now being constructed the station-masters have very little to do, and they would be glad to undertake postal work....just as station-masters do on the Highland Railway. Doubtless the spirit of departmental exclusiveness which prevents some postal inspectors from trying to substitute schoolmasters for postmasters who owe allegiance to the Post Office alone may animate some of the railway authorities also, and render them unwilling, at first, to meet the Post Office half-way. But all things must have a beginning, and in time, I doubt not, we shall have a cordial *rapprochement* of the two Departments.

### 37. PECUNIARY CONTRIBUTION TOWARDS PUBLIC OBJECTS NOT TO BE APPLIED FOR FROM NATIVE CHIEFS WITHOUT PREVIOUS SANCTION.

[See also S. O. 39.]

*Circular No. 105, dated 7th August 1885.*— \* \* \*

*Government of India, Home Department (Public), Resolution No. 31—1217-42, dated 11th July 1885.*—RESOLUTION.—...The Governor General in Council is pleased to direct that, in future, no officer of Government shall ask or accept pecuniary aid or subscriptions from Native Chiefs or officials of Native States in pursuance of public objects, except with the sanction, previously obtained, of the Local Government to which he may be subordinate.

### 38. TESTAMENTARY POWERS OF HINDUS AND MAHOMEDANS OVER LIFE POLICIES BY WILL.

*Circular No. 164, dated 10th October 1885.*— \* \* \*

*Letter No. 759, dated the 19th June 1885, from Solicitor to the Government of India, to Director-General of the Post Office of India.*—I have the honour to

acknowledge the receipt of your No. 3690 of the 15th instant, and to state, in reply, that with regard to Hindus, the law, as settled by many decisions, and by express legislation, is that, whatever property is so completely under the control of the testator, that he may give it away during his life-time, he may also devise by will. Hence, a man may bequeath his separate or self-acquired property, in which definition would, of course, be included a policy purchased by him in his life-time, but any attempt on his part to free his property from any of the burthens incident to it by law, such as liability to debts, or maintenance of those whose support was burthen upon the estate, would be ineffectual and void.

2. The extent of a Mahomedan's testamentary powers is, however, more limited, as he cannot dispose of more than a third of his property by will, but he is, nevertheless, at liberty to appoint an executor for the administration of the whole estate. The duties of such an executor in administering the estate would be, in the *first* place, to pay the funeral expenses of the deceased; *secondly*, his debts; *thirdly*, legacies bequeathed by him to the extent of one-third of the residue, and to hand over the remaining two-thirds to the deceased's heirs.

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**39. PECUNIARY CONTRIBUTION TOWARDS PUBLIC OBJECTS NOT TO BE APPLIED FOR FROM NATIVE CHIEFS WITHOUT PREVIOUS SANCTION.**

[See also S. O. 37.]

***Circular No. 181, dated 11th November 1885.— \* \****

*Government of India, Home Department letter No. 1866, dated 28th October 1885, to Government of Madras [communicated to Director-General under Financial Department endorsement No. 3822, dated 3rd November 1885].—*

\* \* \* \* \*

2. In reply, I am to say that the orders contained in the Resolution cited [S. O. 42] apply to officers of Government acting in their individual capacity and not to Local and Municipal Boards. I am to add that there appears to the Government of India to be no reason why Local or Municipal Boards should not invite the assistance of local zemindars towards public objects.

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**40. SUPPLY OF JAIL-MADE ARTICLES TO GOVERNMENT DEPARTMENTS.**

***Circular No. 33, dated 19th May 1886.— \* \* \* \****

*Government of India, Home Department, Resolution No. 10605—18, dated 7th May 1886.—RESOLUTION.— \* \* \* \**

Local Governments and Administrations should in future adapt their intramural industries as much as possible to the requirements of the public consuming departments, these departments being compelled to take articles of jail manufacture which they require, as long as such articles can be supplied by the jails of the same quality and at the same price as they can be obtained in the open market. It is not intended by these orders to preclude the jails from special industries, such, for example, as carpet-making, which have been found suitable as a means of employing convict labour, but for which there is practically no market in the departments of Government. Nor is it intended

that these orders, so far as they oblige the public consuming departments to take articles of jail manufacture, should affect existing contracts which must be allowed to run for the stipulated periods.

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41. TELEGRAMS TO BE ENCLOSED IN EYELETTED ENVELOPES.

*General letter No. 3599, dated 7th June 1886.*— \* \* \*

*Director-General of Telegraphs' letter No. 809T of 12th May 1886, to Director-General of the Post Office of India.*—... It is essential that telegrams should be enclosed in envelopes eyeletted at both ends, and I would suggest your issuing orders to the effect that the envelopes should be issued from your depôts, each with a receipt form ready eyeletted to the gummed end, as is done in the case of offices of the Telegraph Department.

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42. ACCEPTANCE OF BILLS COUNTERSIGNED BY MAGISTRATES FOR VALUE OF MONEY ORDERS ISSUED BY EDUCATIONAL DEPARTMENT IN FAVOUR OF GURUS.

*G. O. No. 31, dated 14th September 1886.*—In the Bengal and Bihar circles a system is in force under which money orders obtained by the Educational authorities for the purpose of remitting the amounts of rewards granted to *gurus* are allowed to be paid for by the remitters, not in cash, but in bills payable to the department. The money order form is presented at the post office of issue (head or sub) accompanied by a bill for the amount drawn by the Educational officer in favour of the postmaster of the head office of issue, and countersigned by the District Magistrate; the money order is issued under the ordinary rules, the amount of the bill being credited in the journal of money orders issued and other accounts of the office. The bill is then cashed at the treasury by the post office; if the office of issue is a head office or sub-office not situated at a sub-treasury station, the bill is sent as a remittance to the office at the head-quarters of the district or head office.

\* \* \* \* \*

2. .... The procedure is simple and possesses other obvious advantages, and .... the Director-General will have no objection to the introduction in all circles of a similar scheme, modified, if necessary, to suit local conditions, if it is considered that the concession would be likely to prove acceptable to the Educational or any other department and advantageous to the Post Office.

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43. SUBSCRIPTIONS FOR "L' UNION POSTALE."

*G. O. No. 49, dated 8th November 1886 (as amended by G. O. No. 19, dated 14th November 1888).*—\* \* \* \* \*

3. The head of each circle should ascertain.... the number of copies of the "Union Postale".... which may be required by subordinates in his circle; all details regarding subscribers' names, etc., should be kept up in a register in the Postmaster-General's office, the total number of copies of the journal required for the circle being alone communicated to this office.

4. Subscriptions should be paid in to the Postmaster-General's office *at the time* that requests are made for copies, and if any subscriptions are not so remitted, the head of the circle should take steps to secure payment promptly.

5. The total amount of subscriptions for each circle should be remitted in one sum, by service money order, to this office as early as practicable.

6. Subscribers having once registered their names for the year should not be allowed to cancel their subscriptions during that year. Subscriptions for a broken period cannot be recognised, as the journal can only be ordered for the whole calendar year (January—December).

\* \* \* \* \*

10. Subscribers' copies will be forwarded from this office to the head of each circle for detailed distribution.

\* \* \* \* \*

12. It is not necessary that the subscribers' names should be communicated to this office; only the total number required should be intimated.

13. In no case will refunds of subscriptions once paid be allowed.

#### 43A. RULES RELATING TO THE DUTIES AND RESPONSIBILITIES OF POSTMASTERS AND SIGNALLERS IN COMBINED OFFICES.

*Circular No. 53, dated 21st September 1888.*— \* \* \*

The following rules for the guidance of postmasters of combined offices have been drawn up in communication with the Director-General of Telegraphs, and will find a place in the *Telegraph Traffic Code*. They are now published for general information.

2. The duties and responsibilities of a postmaster of a combined office are the same as those of the Head of a Telegraph Department office and will be found at length in the *Traffic Code*. In cases in which he receives an allowance for telegraph work, he will be held responsible for discharging these duties personally, but in cases in which he receives no allowance he will only be held directly responsible for the duties described in rule 2, which are considered the more important duties of the Head of the Telegraph Department office, and will be allowed to depute the direct responsibility for the duties described in rule 3 to the signaller or clerk who does the telegraph work. Although the duties of postmasters of combined offices have not hitherto been laid down in such express terms, it has always been accepted that the telegraph work is to be done under their general control and supervision; and as it is of vital importance to the success of the scheme of combined offices that their responsibility should be clearly realised, heads of circles are requested to be kind enough to see that the present rules are fully understood and acted up to.

\* \* \* \* \*

4. Special attention is directed to rule 6, which contains the deliberate policy of the Telegraph Department and the Post Office as to utilising the services of signallers in combined offices. The telegraph duties must from their nature come first, but subject to this consideration, our object should be to secure that each signaller shall, in the general interests of Government service,

do a full day's work, telegraphic and postal. There need be no conflict between the claims of the two classes of work, and it could only be where administration is weak that a signaller could be allowed to plead postal duties as a reason for neglecting telegraph work.

5. In future, post office superintendents will be required, when inspecting combined offices, to see that the instructions laid down in these rules are understood, and that the telegraphic and postal work of signallers is properly done with regard to their relative importance. They should also satisfy themselves, with respect to the general telegraph duties of postmasters and signallers, that the standing orders are fully complied with. The points which should receive special attention are the following: the strict preservation of secrecy with regard to messages; the necessity for the immediate affixing of stamps to the messages, and the proper obliteration of the stamps with the date-stamp; the importance of entering messages in the register as soon as they are received, and of locking up the drafts immediately after the messages have been signalled until they have to be submitted to the Telegraph Check Office, and also of the opening of the Telegraph Office at the prescribed hours and of punctually submitting all telegraph returns.

### Rules.

1. In every combined office where the postmaster gets an allowance for telegraph work, his responsibilities in respect of such work are the same as those of the Head of a Telegraph Department office, whether he does the telegraph work alone or is assisted by signallers or clerks.

2. In all other combined offices the postmaster is personally responsible for—

A.—Daily examination of stamps and reply passes on sent telegrams *after transmission*. The postmaster's initials and date should then be written by him on the sent telegrams.

B.—Use of stamps of highest value possible on sent telegrams and their proper obliteration with the date-stamp.

C.— \* \* \* \* \*

D.—Legible writing in received and transit telegrams and in returns.

E.—Proper provision for the secrecy of telegrams, and the exclusion of the public, or postal officials not on duty from any places where they could have access to messages or instruments.

F.—Punctual opening of office at the proper times.

G.—Arrangements for the supply of a proper stock of all required telegraph forms in due time.

H.—Punctual submission of drafts and returns on the proper dates, the examination of the drafts to ascertain that they bear his initials and the dates; they should then be placed in his presence, together with the returns, in an envelope for transmission to the Check Office. The envelope should be properly closed and transferred to the registration clerk to be registered and despatched. The receipt granted by the registration clerk should be



received and pasted on the back of the office copy (or counterfoil) of the invoice of drafts (Form)  $\frac{T}{11}$  to which it refers.

I.—The safe custody of all property of the Telegraph Department in the office.

K.—Proper attention and civility to the public.

L.—Discipline generally, including attention to complaints from other Telegraph Offices.

M.—The prompt despatch of line-men or peons on interruption duty.

**NORM.**—Satisfying himself by occasionally supervising the work of the signaller that the latter understands and acts upon the instructions given in Article 36—III requiring him to make an immediate entry *in ink* in the preamble of the time at which a message is tendered for transmission. (Director-General of the Post Office's letter No. 113-Ts., dated the 1st July 1902.)

3. Without ceasing to be responsible for general supervision of all branches of the work, the postmaster who gets no telegraph allowance may delegate to the signaller or clerk who does telegraph work, or to the senior signaller or clerk, if there are more than one, the direct responsibility for—

- (a) Translation of telegrams, sent and received, for persons ignorant of English.
- (b) Collection of the proper charges for sent and bearing received telegrams, and the prompt stamping and cancellation of telegrams immediately after tender.
- (c) Delays of all kinds in transmitting and despatching telegrams.
- (d) Transmission of telegrams in their proper order.
- (e) Public notice of undelivered telegrams.
- (f) Special custody of reply pass-books.
- (g) Proper keeping of log-books.
- (h) Use of proper forms without waste.
- (i) Proper custody of Telegraph records.
- (j) Registration of all special sanctions for bearing telegrams, and of abbreviated addresses; also of all special orders regarding press or weather telegrams, interruptions of foreign routes, etc.
- (k) Address book.
- (l) Cleanliness of instruments and batteries, and the regular addition of water to the latter and to "earths," when necessary.
- (m) Correction of *Traffic Code*.
- (n) Correction of *Telegraph Guide* by circular telegrams, etc., received.

4. In no case is any signaller or clerk who does telegraph work in any combined office, independent of the postmaster.

5. All Telegraph correspondence with the Check Office, or with officers of the Telegraph Department, must be conducted in combined offices in the name of the postmaster and signed by him. All Telegraph returns must also be signed by him. Similarly, officers of the Telegraph Department must correspond only with the postmaster on traffic and technical details.

6. The Telegraph duties of a signaller have the first claim upon him in all cases, and nothing should be allowed to interfere with his prompt and immediate attention to them. Subject to this condition, a signaller, whether paid wholly by the Telegraph Department or not, may be placed in charge of a special branch of postal work in the same way as any other clerk; or where the nature of his telegraph duties may not allow of this, may be required by the postmaster to take a share in any work where his assistance may be needed.

7. In the above rules "postmaster" includes sub and branch postmasters.

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#### 44. PETITIONS TO PARLIAMENT AGAINST ORDERS OF SECRETARY OF STATE.

[See also S. O. 147.]

#### *Circular No. 18, dated 23rd July 1889.— \* \* \* \* \**

*Government of India, Home Department (Public), Resolution No. 16—1098-1114, dated 20th June 1889 [communicated to Director-General under Financial Department No. 3200, dated 26th June 1889].—RESOLUTION.*—A case having recently occurred in which a memorial addressed to the House of Commons was withheld under rule XII, clause 3, of the rules for the submission of Memorials to Her Majesty the Queen-Empress of India, or to the Right Honourable the Secretary of State for India, His Lordship, while expressing the opinion that memorials addressed to Parliament cannot be withheld under the rules above referred to, which do not properly apply to such memorials, has decided that, if a petition against the orders of the Secretary of State for India in Council is prepared for presentation to Parliament, it should be submitted to the House of Parliament to which it is addressed, through the medium of some unofficial member of the House, and not through the Secretary of State.

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#### 45. INDENTS FOR CARBONIC PAPER AND EYELETS TO BE CAREFULLY ESTIMATED.

#### *G. O. No. 14, dated 13th September 1889.— \* \* \* \* \**

2. Carbonic paper is expensive and liable to deterioration unless very carefully kept. Special care, therefore, should be taken to ensure that unnecessarily large quantities should not be indented for. The attention of all postal officials concerned is drawn to the importance of preparing estimates for carbonic paper and eyelets required for telegraph purposes, with strict regard to actual requirements and the indents should be carefully checked before they are passed.

...It is important that the expenditure on account of these articles should be kept as low as possible.

#### 47. ATTITUDE OF GOVERNMENT OFFICERS TOWARDS POLITICAL MOVEMENTS.

*Circular No. 84, dated 31st March 1890.*— \* \* \* \*

*Government of India, Home Department, Resolution No. 11—679-88 (Public), dated 18th March 1890.*—RESOLUTION.— \* \* \* \*

2....His Excellency in Council desires that the following rules may be observed by all Government servants:—

- (a) As a general rule, no officer of Government should attend at a political meeting where the fact of his presence is likely to be misconstrued or to impair his usefulness as an official.
- (b) No officer of Government may take part in the proceedings of a political meeting, or in organising or promoting a political meeting or agitation.
- (c) If in any case an officer is in doubt whether any action which he proposes to take would contravene the terms of this order, the matter should be referred to the Head of the Department or District, and, if necessary, to the Local Government or Administration.

#### 48. PRINCIPLES REGULATING PROMOTIONS AND REVERSIONS OF SUPERINTENDENTS.

[See also S. O. 50 and 93.]

*G. O. No. 25, dated 2nd September 1890.*— \* \* \* \*

2. No change is intended in the rules which have hitherto regulated promotion [among superintendents]. Promotion will still go in circles; and when in any particular circle at any particular time there is no officer eligible for an acting grade vacancy, the promotion will go to the senior eligible officer on the general gradation list.

6. In future, all acting promotion will be given in the form "during the absence of—or until further orders," and when any superintendent returns from leave or deputation, it will be for the head of the circle\* to inform this office, the Comptroller, and the officers concerned of the reversions that have taken place. Ordinarily, the junior acting officer in each grade in the circle will revert. This arrangement, which accords with the practice in other departments, will obviate the necessity of frequently revising the orders regulating grade promotion in the place of officers absent on long leave.

\* In the case of the R. M. S., and Central Provinces and Rajputana circles the necessary communications will be made by the Director-General's office.

#### 49. VINDICATION BY PUBLIC OFFICERS OF THEIR OFFICIAL CHARACTER.

[See also S. O. 64 and 123.]

*Circular No. 46, dated 3rd October 1890.*— \* \* \* \*

*Government of India, Home Department, Circular letter No. 30 Public, 1678. 1685, dated 5th September 1890 [communicated to Director-General under Finance*

*Department endorsement No. 4371, dated 13th idem*.—In a General Order of the Government of India, in the Foreign Department, dated the 15th March 1847, it was laid down that a Government officer is at liberty, if his public conduct in the transaction of his official duties is impugned, “to seek redress through the usual official channel by an appeal to the Government he serves, and that the Government so appealed to will afford him every opportunity of vindicating his character.” Though the matter has since that date been dealt with in a confidential paper, no subsequent orders regulating the course to be followed by Government officers for the vindication of their acts as public functionaries have been generally circulated....The Governor General in Council therefore deems it desirable to prescribe the procedure which should be generally observed in future.

\* \* \* \* \*

2. It is a standing order that, without obtaining the authorisation of the Government to which he is immediately subordinate, no officer of Government is permitted to have recourse to the Courts for the vindication of his public acts, or of his character as a public functionary from defamatory attacks. In giving authority to institute proceedings, the Local Government concerned will decide whether the circumstances of the case are such that the Government should bear the costs of the proceedings, civil or criminal, or leave the officer to institute the prosecution or suit at his own expense; and in the latter case it will also determine, in the event of the matter being decided by the Courts in the officer's favour whether he should be recouped by Government, the whole or any part of the costs of the action.

3. ....The ruling above laid down does not affect an officer's right to defend his private dealings or behaviour in any way that he may be advised; but his official reputation is in the charge of the Government which he serves, and it is for that Government to decide in each case whether the institution of proceedings to vindicate his public acts or character is necessary or expedient.

#### 50. REVERSION OF SUPERINTENDENTS FROM ACTING VACANCIES.

[See also S. O. 43 and 93.]

*G. O. No. 37, dated 15th January 1891.*— \* \* \*

2. As has been explained in paragraph 6 of G. O. No. 25, dated 2nd September 1890, [S. O. 48] when any superintendent returns from leave or deputation, it is for the head of the circle\* to inform the Director-General, the Comptroller, and the officers concerned of the reversions that have taken place. This information should be always given *immediately* on the reversion being necessitated by an excess in any grade. If the officers (including candidates acting in the last grade) named to revert are the most junior ones in the grades, it is sufficient for the head of the circle, without any special order from the Director-General, to order their reversion. If any officer named to revert is not the most junior officer of his grade, the head of the circle has no power to order his reversion;

\* This applies to the major circles only. In the case of the minor circles the necessary communication will be made by the Director-General's office.

in such a case the head of the circle should make a recommendation to the Director-General, and the necessary order of reversion will issue from this office.

3. ....It is immaterial whether the junior officers ordered to revert were or were not appointed in the arrangements made owing to the absence of the officer who has returned to duty.

**52. MAINTENANCE OF KNOWLEDGE AND PRACTICE OF SIGNALLING BY RESERVE POSTAL SIGNALLERS.**

*Circular No. 97, dated 19th March 1891.— \* \* \**

2. The reserve of signallers for combined offices consists of two classes of men; (1) those forming the special reserve paid for by the Telegraph Department and employed principally in those circles in which there are few separate signallers and most of the combined offices are worked by postal clerks and sub-postmasters, and (2) postal officials who have passed as signallers, but who do not hold signallers' appointments in combined offices.

3. As regards the former class, the conditions of appointment of the members of the reserve sufficiently secure the maintenance of their knowledge and practice. When they are not acting for signallers absent on leave or deputation, they must ordinarily be attached to combined offices where a considerable amount of telegraph business is transacted, and must be employed on telegraph as well as postal duties; and the postmasters of the combined offices in which the reserve signallers are working are held responsible that they perform an amount of actual signalling work every month sufficient to keep them in practice.

4. As regards the second class of the reserve, consisting of postal officials who have qualified in telegraphy, but who do not hold appointments as signallers, it is not possible to lay down quite such rigid rules; but the following instructions will, it is believed, secure the object in view:—

(a) The men should, whenever it is possible, be attached to combined offices. When thus attached, they should exchange duties with the signaller for periods and at intervals to be fixed by the head of the circle. These temporary exchanges of duties, which may extend over a few weeks or a few days, or even only for parts of certain days, can be made without the pay and allowances of either official being affected;

(b) Postal officials should be encouraged to pass in telegraphy and to keep up their knowledge and practice by being given special promotion. For example, every third step in the grades up to R50 or R60 per month and every third vacancy among paid probationers might be given to men who have passed in signalling, if such men are available and are in other respects suitable;

(c) Promotion in the postal branch should never be withheld from postal officers who have qualified as signallers, when it is due to them in the ordinary course by seniority or merit;

- (d) Telegraph allowances attached to signallers' appointments should, as far as possible, be used for the purpose of promoting deserving men who have qualified as signallers, *e.g.*, if a vacancy occurs in a clerkship on R20 to which a signaller's allowance of R10 is attached, and there are two postal signallers, one on R20 and one on R30, available, the vacancy should ordinarily be given to the man on R20 to whom the total salary will be promotion ;
- (e) Dummy keys should be obtained from the Telegraph Department and supplied to any postal officials who have qualified in signalling and are not attached to, or are transferred from, combined offices, and who desire to have the keys for practice. A dummy key will generally enable a passed signaller to keep up his knowledge of signalling sufficiently, as by means of the key he can practise *sending*, and the practice of sending will keep up the signaller's knowledge of *receiving*, because it prevents him from forgetting the symbols and, to a certain extent (by the noise the operation of sending makes), keeps his ear in for receiving. A copy of Appendix I of the *Telegraph Traffic Code* should be supplied with each dummy key.

5. If the above suggestions are acted upon by heads of circles, postal signallers will, it is believed, of their own accord, take pains to keep up their knowledge and practice of signalling. The suggestions also tend generally to the improvement of the prospects of signallers, and will thus indirectly lead to the strengthening of the reserve. With better prospects not only will passed men be encouraged to maintain their knowledge of telegraphy, but probationers and postal clerks will be encouraged to attend training classes and qualify themselves to be signallers.

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### 53. SMUGGLING OF OPIUM INTO BURMA THROUGH THE POST.

**Circular No. 17, dated 10th June 1891.**—...There is some reason for believing that opium is being smuggled into Burma through the post, in contravention of the orders of Government contained in ..... the *Postal Guide*.

2. Special action to prevent this will be taken in Burma itself, but the attention of all postal officials should be directed to the necessity of exercising a close scrutiny on all parcels for Burma, which may be posted at their offices, or pass in transit through their hands, in order that the provisions of the *Postal Guide* may be strictly complied with.

3. In most circles there are some post offices at which parcels are known to be regularly posted for Burma, and supervising officers may be able to ascertain by local enquiry whether there are any grounds for suspecting that opium smuggling is being carried on from these places. The matter should therefore also receive their attention.

## 54. PACKING OF HUMAN AND OTHER VISCERA FOR TRANSMISSION BY POST.

*Circular No. 24, dated 20th July 1891.*— \* \* \* \*

*Government of India, Home Department (Judicial), Resolution No. 12 (Judicial)—927-938, dated 6th July 1891.*—RESOLUTION.—It has been brought to the notice of the Government of India by the Director-General of the Post Office that the rules relating to the packing of human or other viscera for transmission by post are frequently neglected, and that very serious complaints have been made on the subject by the Inspector-General of the Railway Mail Service. It is reported that packages with contents of this nature are generally packed in tin cases, the instructions as to the use of glass bottles with methylated spirits and an outer wooden case being frequently altogether neglected, with the result that if any injury occurs to the tin case in transit, great inconvenience and risk results to the postal officials concerned.

2. The orders referred to in the preamble are still the standing rules on

[READ AGAIN.—Home, Revenue and Agricultural Department Resolution Nos. 2—68-77, dated the 20th January 1880, containing rules in regard to the transmission by post of packages containing human or other viscera for chemical examination, and Home, Revenue and Agricultural (Judicial) Department Resolution Nos. 14—1001-1002, dated the 14th September 1880, modifying rule VII of the rules contained in the above-quoted Resolution.]

READ ALSO.—Letter from the Director-General of the Post Office of India, No. 663-C, dated the 27th May 1891.]

the subject, and the Governor General in Council invites the attention of all Local Governments and Administrations to the necessity of insisting on strict compliance with those orders.

[*Government of India in the Home, Revenue and Agricultural Department (Judicial), Resolution No. 2—68-77, dated 20th January 1880 (issued with Director-General's Circular No. 156, dated 6th February 1880).*].—RESOLUTION.—Some cases have recently occurred in which packages containing human or

READ AGAIN.—The following papers regarding the transmission by post of packages containing human or other viscera for chemical examination, Judicial Proceedings for August 1879, Nos. 70 to 74.

READ ALSO.—The undermentioned replies from the Local Governments consulted on the subject:—

Government of Bengal, No. 3403, dated 22nd September 1879.

Government of the N.-W. Provinces and Oudh, No. 1389, dated 28th August 1879.

Government of the Punjab, No. 759-C, dated 29th August 1879.

brought to the notice of the Government of India in which transmission of a package containing a human stomach, and sent to the post office for the purpose of being forwarded to a Chemical Examiner for analysis in connection with a magisterial enquiry, was refused by a local Deputy Postmaster on the ground that it contained an offensive article within the meaning of paragraph 9, section 2, of the Postal Regulations.

2. The result has been to show that the proper working of the Postal Department will be endangered, unless such packages are transmitted in

other viscera consigned to the post office have, during transit, become offensive, or positively dangerous, to the employes of the Postal Department in the sorting carriages attached to railway trains. One such package exploded; another was so offensive that it was buried by the Post Office officials. An instance has also recently been

absolutely secure cases. At the same time, if such parcels could not be transmitted by post, the result might be a serious risk of the failure of justice in many cases of poisoning. Under these circumstances, the Governor General in Council, after consulting the Local Governments in the Bengal Presidency, has resolved to prescribe the following rules for experimental adoption in regard to the mode of packing substances of the nature above described :—

- (1) The suspected *viscus* or other portion of the body to be sent for examination should be enclosed in a glass bottle or jar, fitted with a stopper or sound cork.
- (2) If liable to decomposition, it should be immersed in methylated spirits of wine, which should be used in the proportion of one-third of the bulk of the material.

*N.B.*—The use of spirits of wine in packing *viscera* should be invariable, whether the season is hot or cold, and care should be taken that common bazar spirit is not used.

- (3) The stopper or cork should be carefully tied down with bladder or leather and sealed. To ascertain that it has been securely closed, the bottle or jar should be placed for some minutes with its mouth down.
- (4) The glass bottle or jar should then be placed in a strong wooden or tin box, which should be large enough to allow of a layer of raw cotton, at least three-fourths of an inch thick, being put between the bottle or the jar and the box.
- (5) The box itself should be encased in common garah cloth, which should be sealed in accordance with the usual rules of the Post Office as to parcels.
- (6) Despatching officers will be held personally responsible that these instructions are carefully followed. Whenever practicable, such parcels should be packed under the immediate supervision of the District Civil Surgeon.
- (7) The parcels should invariably be sent to the post office by the District Civil Surgeon and not by a subordinate officer.
- (8) A declaration of contents to the officials of the Postal Department is unnecessary, and should not be made.

3. The Governor General in Council trusts that these rules will be very carefully observed, and that they will obviate the recurrence of any inconvenience or danger to the employés of the Postal Department. It will be understood that they are not intended to interfere with any rules already prescribed by the Local Governments for the proper transmission of such bodies, but merely refer to packing when such packages are sent through the post office.

#### 55. EMPLOYMENT OF PENSIONED NATIVE SOLDIERS IN CIVIL CAPACITIES.

[See also S. O. 61 and 65.]

**Circular No. 26, dated 24th July 1891.**—I have the honour to forward, for your information, Government Circular in the Military



Department, No. 20-P, dated 9th September 1890, regarding the employment of pensioned native soldiers in civil capacities.....

2. It will be seen that a postman's appointment is included among the posts mentioned in paragraph 3 of the Government Circular, in which it is thought that pensioned native soldiers may be properly employed, and I trust that the heads of all circles will do everything in their power to secure that the employment of pensioners in this capacity shall be given a full and fair trial. There may be some difficulties about education, and, so far as the present lists show, not many of the pensioners themselves are desirous of becoming postmen, but the subject should receive careful attention. In Germany and, it is believed, some other countries, the postman class is almost entirely recruited from pensioned soldiers, and, though the circumstances with which we have to deal in India may be different, still there are obvious advantages everywhere in securing the services of men of established good character and habits of discipline for the work of postmen.

3. As the only men admitted to the registers of the Military Department .... are men of good character, it may not be necessary to require such of them as may be employed as postmen to furnish security ; but this is a matter which must be decided by heads of circles with reference to local knowledge and experience.

\* \* \* \* \*

*Government of India, Military Department, Circular No. 20-P, dated 9th September 1890.*—The Governor General in Council has been pleased to sanction the following regulations for the employment of pensioned native soldiers in civil capacities.

2. The object is to popularise military service amongst the recruiting classes of India by enabling native soldiers to earn some addition to their pensions after they have retired from the service. It is sought to provide a ready means of communication between employers and pensioners who are desirous of employment ; and the Governor General in Council trusts that all concerned will further the object in view as far as may be in their power. Pensioners will continue to draw their usual pensions, the receipt of which will in no way be affected by their acceptance of situations.

3. The posts in which pensioned native soldiers might be employed are as under :—

Chaprasis or messengers in Government offices, both civil and military.

Darwans and chaukidars in Government and other offices.

Pointsmen, gate-keepers, watchmen, etc., on railways.

Foresters, forest-guards, peons, etc., in the Forest Department.

Village and station postmen.

Warders, etc., in jails.

Employment as darwans, chaprasis and in various other capacities by private firms and tradesmen, contractors, planters, mill-owners and others,

4. Applicants desirous of employment should apply—

- (1) to the Officer Commanding the regiment to which they belonged, or (2) to the Deputy Secretary, Government of India, Military Department.

\* \* \* \* \*

7. The fact of the applicants' names being recorded in registers for employment will not bind them in any way to accept any post that may be offered to them.

It is, however, to be understood that only the names of those men should be recorded regimentally in the rolls who are recommended by Commanding Officers as thoroughly deserving of employment, and who, from their age, character, state of health and bodily activity, are believed to be in every way capable of performing the duties for which they volunteer.

The names of men who apply for employment through other sources than the Officer Commanding their regiment, as mentioned in paragraph 4, will, if they are not so recommended on reference to their regiment, be finally struck out of the rolls.

8. The officer in charge of the business will act as a medium between the employers and the pensioners, and will afford any information that may be required on either side, but applicants and employers once placed in communication together should ordinarily settle all details between themselves.

9. Reservists may record their names for employment, but the employment must be on the understanding that their annual attendance for training is not to be interfered with.

10. It should be especially mentioned in the rolls if any men are qualified as clerks, mechanics, artisans, etc. It should also be stated, with reference to the preceding section, whether the men are reservists.

11. When applicants are once provided with employment, Government will undertake no further part in the business. The railway fares or other expenses of the men to their destination will be paid either by the men themselves or by their employer. Any advances that may be made on behalf of the men will, however, be forwarded to them through the Military Department.

\* \* \* \* \*

56. HIRED BUILDINGS OCCUPIED AS POST OFFICES.

*G. O. No. 21, dated 9th September 1891.*—I have the honour to forward, for your information, a copy of orders of Government on the subject of the application of the rule 25 (n) of Chapter V of the *Civil Account Code* to the hired buildings of the Post Office.

2. It will be seen that the rule is in future to be applicable to hired buildings other than actual post offices .....

3. Some hired buildings, such as post offices and accommodation for mail agents at railway stations rented from railway companies, may .... have to be dealt with exceptionally, and .... any representations .... on the subject, will be duly considered.

*Government of India, Financial Department, letter No. 3220, dated 31st July 1891, to Comptroller and Auditor General.*—In reply to your letter No. 535, dated the 29th June 1891, I am directed to say that the Governor General in Council sanctions the exemption of post offices, engaged in receiving and delivering letters, from the operation of that portion of rule 25 (n), Chapter V, of the *Civil Account Code*, which requires the production of a certificate from the Executive Engineer in support of the first charge of every year for the rent of a building occupied by a public office.

#### 57. ACCEPTANCE OF BEARING PRESS MESSAGES AT COMBINED OFFICES.

*Circular No. 65, dated 9th January 1892.*— \* \* \* \*

2. Heads of circles are requested to arrange that the signallers attached to—(1) all combined offices authorised to book foreign telegrams, and (2) all combined head offices shall make themselves acquainted, as soon as possible, with the rules for the treatment of such telegrams, so that they may be ready at any time to be examined with a view to their obtaining the certificate prescribed [in the *Post Office Manual*, Volume V, Appendix No. 10].

3. In dealing with proposals for the acceptance of bearing press messages at combined offices, the head of the circle should take measures, in communication with the Divisional Superintendent of Telegraphs, to obtain the necessary authority of the Director-General of Telegraphs should the combined office concerned be a head office, or an office that deals with foreign telegrams. In these cases previous reference to this office is not required, but the fact that the combined office has been authorised to accept bearing press messages should be reported for the information of the Director-General.

4. In the case of combined sub-offices, which are not authorised to accept foreign telegrams, the approval of the Director-General of the Post Office is necessary, and, therefore, when the question of obtaining the requisite authority for any such combined office arises, the proposal should be submitted to this office, which will take the necessary steps to obtain the authority of the Director-General of Telegraphs..... In submitting the proposal, the head of the circle should report the circumstances which have led to it, and state whether the signaller has obtained the prescribed certificate.

#### 58. SPECIAL PROCEDURE IN RESPECT OF PARCELS FOR AND FROM HYDERABAD STATE.

*Director-General's letter No. 12196, dated 15th February 1892, to Postmaster-General, Madras.*—It has been decided that in future the original receipts of parcels for the Hyderabad State will be retained in the Hyderabad Imperial post office for subsequent submission to the circle examiners, and that only copies of the receipts will accompany the parcels to the Mogalai post office.

2. These copies of receipts will bear the impression of the special stamp supplied to the Hyderabad Imperial post office, and as they will accompany re-directed parcels to their new destinations, the postmasters of receiving post offices should pass them unchallenged on observing that they bear the impression of the special stamp referred to,

3. The special stamp is an obliterating stamp with the name 'Hyderabad, Deccan' on the upper side of the rim,....

**59. GOVERNMENT CLAIMS AGAINST AN OFFICER'S PAY TAKE PRECEDENCE OVER COURT ATTACHMENTS.**

[See also S. O. 60.]

**G. O. No. 17, dated 9th September 1892.— \* \* \* \***

*Secretary of State's Despatch No. 81, Military, dated 23rd June 1892 [communicated to Director-General under Government of India, Financial Department, No. A. 13538, dated 31st August 1892].*—I have to acknowledge the

Question whether claims by Government against an officer's pay can take precedence of orders of Civil Court.

receipt of Your Excellency's Military Despatch No. 57, dated 4th May 1892, asking for information on the question whether claims by Government against an officer in respect of subscriptions to service or regimental funds, or recoveries on account of advances of pay, should take precedence of an order of a Civil Court for the attachment of a moiety of an officer's pay.

2. Your Despatch refers first to subscriptions and donations to service and regimental funds, and public claims, such as retrenchments and disallowances by the Accounts Department. As to these, I am advised that the Advocates-General of Bombay and Bengal are correct in their view that, by the combined operation of sections 136 and 151 (3) of the Army Act, 1881, they cannot be deducted or taken into account in ascertaining the amount of any officer's pay, one-half of which is attachable by a Civil Court under the latter section, unless in the case of any such deduction it be authorised by Act of Parliament or by Royal Warrant.

3. Somewhat different considerations apply to advances of pay. The claims considered in the preceding paragraph are in the strictest sense deductions from pay, that is to say, sums never paid, but kept back. Advances are sums already paid, and are therefore not paid a second time. Under the rules governing advances of pay, the effect of such an advance is that it is a pre-payment to the extent of one-fifth of its amount, of the officer's pay for each of the five months during which the advance is to be recoverable. And, having regard to the whole language of section 151 (3), and particularly the use of the word "stopped" at its close, I am advised that, although the "pay, or other public money payable to the debtor" means his whole pay, still, what can be attached in the hands of Government is what they can stop, that is, the unpaid balance of that pay. The effect of this would be that when an order is made against half the pay of an officer under section 151 (3), if he had received an advance which was not yet cleared off, the instalment of the advance for any month provided for by the rules should be deducted, and the attachment would operate not upon half the balance, but upon the balance to the extent of half the entire pay if the balance were more than half that pay, and upon the whole balance if not more than half the pay.

4. It is, of course, impossible to say what view a Court of Law might take of the matter, and it is one which might come before the Court in India at any

time. But the view above expressed is the one on which I think your Government might act, unless and until some other rule is judicially laid down.

#### 60. ATTACHMENT OF PRIVILEGE LEAVE ALLOWANCES.

[See also S. O. 59.]

*G. O. No. 23, dated 24th October 1892.— \* \* \* \**

*Government of India, Financial Department, telegram No. 3758-P., dated 13th September 1892, to Comptroller, Burma.—...Privilege leave allowances should be treated as other leave allowances in respect of liability to attachment.*

#### 61. TRAINING OF NON-COMMISSIONED OFFICERS AND MEN OF THE NATIVE ARMY FOR POSTAL EMPLOYMENT.

[See also S. O. 55 and 65.]

*Circular No. 64, dated 8th November 1892.*—As a practical measure for giving effect to the policy of employing pensioned soldiers of the Native Army in the post office, it has been arranged, with the concurrence of His Excellency the Commander-in-Chief, that a system of training non-commissioned officers and men, while they are still in service, for postal work to be undertaken after their retirement, should be introduced experimentally in the Punjab.

2. The procedure to be followed is described in the appended memorandum. The main objects in view have been first to provide, if possible, a larger field of employment in the post office for pensioned men of the Native Army, and then to bring Commanding Officers, who have the chief interest in finding such employment for the good conduct men of their regiments, into direct communication with the heads of circles, and finally to ensure that the men themselves shall realise beforehand the actual nature of the duties they will be called upon to perform, and they shall further have some practical training in these duties before the time for retirement comes.

3. It was originally contemplated that pensioned men of the Native Army should be employed as postmen, but experience has shown that they are not likely to be suited for this class of work. There are other appointments, however, such as those of packers and mail peons, which they will be able to fill, and it is hoped that some amount of employment may be given to them in these capacities. It also seems possible that non-commissioned officers and others may be found fitted for the position of branch postmasters, and in one or two instances in the Punjab they have already been placed in charge of small town sub-offices.

4. The matter is still considered experimental, as we require more experience before it can be promised that a regular field of employment should be provided in the Post Office, but I shall be glad that the system described should be introduced, as soon as convenient, in the North-Western Provinces and Oudh, and it is desirable that the heads of other circles should know what is being done.

*Memorandum as to the training of non-commissioned officers and men of the Native Army for employment in the Post Office.*

Commanding Officers of native regiments will be instructed to arrange that such non-commissioned officers and sepoys as may wish to obtain employment in the post office after retirement should be allowed to attend the post office at the place where the regiment is stationed, while they are still in service, for the purpose of receiving some training in postal work.

2. The employment for which it is contemplated that non-commissioned officers and sepoys may be suitable is classified as under :—

Branch postmasters.  
Sub-postmasters of small town offices.  
Packers and stampers.  
Mail peons.  
Letter-box peons.  
Chaukidars.

3. Should any non-commissioned officer or sepoy who is about to retire be desirous of obtaining any such employment, the Commanding Officer should forward an application, with the following information, direct to the Postmaster-General of the province; or head of the postal circle :—

1. Name of soldier who desires employment in the post office.
2. Rank and corps.
3. Age.
4. Character.
5. Class of employment desired.
6. Office or district in which he wishes to work.
7. Probable date of retirement.
8. Qualifications—

(a) English, whether colloquial, or a knowledge of reading and writing.

(b) Vernacular languages, as above.

In the case of sepoys who are only applicants for the place of chaukidar, information need only be given under the first seven heads.

4. As a test of an applicant's knowledge of English or of the vernacular languages with which he may be acquainted, he should be required to write down, from a book he has not seen before, about 25 lines dictated by an officer of the corps, and also to read aloud from a manuscript he has not seen before. The officer should then note on the back of the dictation paper the result of the oral examination, and send the original papers to the Postmaster-General.

5. With this information before him the Postmaster-General will be able to judge for what postal work the applicant is generally suited, and will communicate to the Commanding Officer the probable nature of the duties which the applicant would have to undertake, the rate of pay he would receive, and the likelihood of his being employed in the district which he may have selected.

6. Should the applicant be willing to accept such employment, subject to his giving satisfaction when under training, the Postmaster-General should be informed, and should also be told the date from which, and the hours of the day

during which, the applicant will be allowed to attend the local post office. The Postmaster-General will then issue the necessary orders to the postmaster at the place where the regiment is stationed, to allow the applicant to attend the post office at these hours, and to give him certain duties to perform. Commanding Officers will be expected to see that such men attend punctually and conduct themselves properly while under training.

7. The Postmaster-General will arrange to have the men under training examined in post office rules and as regards their general fitness for the duties they may have to undertake, and will then finally inform the Commanding Officers concerned what actual employment, pay, etc., he is prepared to give each man, either at once, or as vacancies occur. A register will be kept in the Postmaster-General's office of the names of such men as the Commanding Officer shall signify to the Postmaster-General are willing to accept the places for which they have been pronounced to be suited. Should there be a post office at the place where a retired non-commissioned officer or sepoy—whose name is borne on the Postmaster-General's register, resides, there will be no objection to his attending the post office to keep up his postal knowledge.

#### 63. COMPULSORY REGISTRATION NOT APPLICABLE TO PAY ORDERS ISSUED BY MILITARY PAY DEPARTMENT.

*Circular No. 77, dated 20th December 1892.*—It seems necessary to remind all officials of the Post Office that the rule as to compulsory registration.....is not applicable to orders for the payment of money issued by the Military Pay Department.

2. In a recent case a double registration fee was charged on a cover posted by a Military Pay Office, on the ground that it manifestly contained a cheque. This action was incorrect, as the orders for the payment of money issued by the Military Pay Department, whether in the form of a cheque or in any other form, are exempted entirely from the operation of the rule regarding compulsory registration.

#### 64. CONNECTION OF GOVERNMENT OFFICERS WITH THE PRESS.

[See also S. O. 49 and 123.]

*Circular No. 80, dated 5th January 1893.*— \* \* \* \*

2. It is now considered advisable [with reference to the orders of Government regarding the connection of Government officers with the Press] to also circulate for general information and guidance the following extract from the Proceedings of the Government of India in the Home Department (Public), No. 22A, dated 3rd June 1885 :—

His Excellency the Viceroy and Governor General has, within the last few months, observed, not infrequently, in the columns of the daily papers, items of official information of a confidential character, which can only have reached the Press through an indiscretion or want of reticence on the part of those officers of Government who have had to deal departmentally with the subject-matter of the editorial paragraphs in question. In former days, when India was comparatively isolated, when there were no telegraphs, and when newspapers were neither numerous nor widely circulated, the mischief arising from such violations of official reticence may have been less apparent, but now

that every statement, however inaccurate or incomplete, which has any bearing upon pending questions of policy or administration, is reported from one end of India to the other, and from India to Europe in the course of a few hours, the case is very different, and the embarrassment thus caused to the Government becomes at times a matter of very serious moment.

2. It must be clearly understood that no officer of Government, not specially authorised in that behalf, is at liberty to communicate to the Press, either directly or indirectly, information of which he may become possessed in the course of his official duty. A similar professional reticence should be exercised by all officers of Government in their private and unofficial intercourse with non-official persons and even with officers of Government belonging to other Departments. His Excellency the Viceroy and Governor General does not for a moment intend to debar officers of Government in private life from the same freedom in the discussion of public events which is enjoyed by all Her Majesty's subjects, but when an officer has, in the course of his duty, become possessed of special information not yet made public, he should always be strictly on his guard against the temptation of divulging it, even to other servants of Government, when these are not officially entitled to his confidence. Irresponsible persons hearing facts of interest mentioned without reserve in the course of general conversation, can scarcely be expected to refrain from repeating them to others, and thus giving them a premature and too often a garbled currency.

3. His Excellency the Viceroy and Governor General feels sure that he has only to invite the attention of the officers of Government to the importance of this matter to secure their earnest co-operation in putting a stop to such casual and unpremeditated breaches of official confidence. Officers of Government are bound to be as reserved in respect to all matters that may come within their cognizance during the discharge of their public duties, as lawyers, bankers, or other professional men, in regard to the affairs of their clients.

4. For the due communication to the Press of such information as may unobjectionably be given to it, departmental arrangements must be made under proper authority.

## 65. EMPLOYMENT OF PENSIONED NATIVE SOLDIERS IN CIVIL CAPACITIES.

[See also S. O. 55 and 61.]

*Circular No. 31, dated 26th August 1893.— \* \* \* \**

*Government of India, Military Department, Army Circular No. 00, dated 15th May 1893.*—With reference to clause 175, India Army Circulars, 1890, it is

1. Peshawar for Pathans.
2. Rawalpindi for Punjabi Mahomedans.
3. Sialkot and Dharamsala for Dogras.
4. Amritsar for Sikhs.
5. Delhi for Jats and Hindustani Mahomedans.
6. Lucknow for Hindustani Hindus.

notified for general information that from 1st April 1893 the officer in charge of the six recruiting districts named in the margin have been entrusted with the working of the scheme for the employment of native military pensioners in civil capacities.



2. All applications by heads of departments, civil and military officials and the general public for the services of pensioned soldiers, should be made direct to the officer in charge of the district concerned.

3. Lists of men in want of employment similar to those hitherto sent by regiments to the Military Department will be sent, in future, to the district recruiting officer, who enlists recruits of the caste of the men concerned. These officers will keep a register of such men, in which the nature of employment which each man desires and is best fitted for, as well as his age, qualifications, and character, should be recorded.

4. When employers in want of men of any particular class apply to the district recruiting officer concerned, they should state their wants fully and the terms offered; district recruiting officers will use every endeavour to select and send only such men as are in all respects suitable.

5. The district recruiting officer concerned will act as a medium between the employers and pensioners, and will afford any information that may be required on either side, but applicants and employers once placed in communication with each other should ordinarily settle all details between themselves.

\* \* \* \* \*

#### 66. CHUBB'S LOCKS TO BE OBTAINED THROUGH STATIONERY OFFICE.

*Circular No. 50, dated 30th October 1893.*—.... The permission given .... to indent on Aligarh for Chubb's patent locks is cancelled, and these locks should in future, when required, be obtained only by indent on the Stationery Offices.

*Government of India, Financial Department, Resolution No. 4075-S. R., dated 18th September 1893.*—RESOLUTION.—Under the Resolution in the Finance and Commerce Department, No. 185, dated the 10th January 1883, Chubb's locks, like other articles of European manufacture, should be obtained from England by indent on the India Office, but it appears that they are often obtained in the local markets. This practice should cease, and the locks be obtained by indent on the India Office. As they are in constant demand in most public offices, it will be convenient in practice and economical that the indents should be made on the Stationery Office and by it be sent to the India Office.

2. His Excellency in Council accordingly directs that in future Chubb's locks should be obtained through the Stationery Offices and included in the general stationery indent.

\* \* \* \* \*

#### 67. ECONOMY IN OFFICIAL ENVELOPES.

*G. O. No. 21, dated 3rd November 1893.*—It is a matter of common post office experience that official correspondence is frequently enclosed in covers that are too loose and too long, and this matter has again been brought to notice in the reports from heads of circles received in connection with the enquiry as to the bundling of official articles.

2. The Postmaster-General, Madras, has lately been in correspondence with the Madras Government on this subject, and, as the result of this, orders have been issued by that Government that closer supervision should generally

be exercised as regards the covers of official letters. The attention of all officers has further been drawn to the following direction among others :—

The contents of a cover should, as far as possible, be always of the same size as the cover itself. The enclosure of a small packet in a large cover, besides involving wastage as regards both stationery and postage, renders the packet liable to damage in transit.

3. It would seem desirable that Local Governments and Administrations in other provinces should also be addressed on the subject, and I shall be much obliged if you will take the necessary action in the matter with reference to local experience and knowledge ....

### 68. RURAL DELIVERY.

*Circular No. 63, dated 19th December 1893.*— \* \* \* \*

6. The following system, which aims at a closer supervision by the inspector over the rural delivery, has been introduced, with success, in the Punjab circle, and may be adopted where thought advisable in other circles :—

Two sets of the village postman's register .... and visit-book .... are kept for each village postman—the sets being used during alternate months. At the beginning of each month the set of books used in the previous month is sent to the inspector for scrutiny. The inspector issues such orders as he may think necessary, and then submits a note in the accompanying form on the result of his examination of the books either direct to the head of the circle, or to the divisional superintendent, as may be prescribed. About the 28th of the month the inspector returns the books to the post office concerned.

*Note on the result of examination of the register and visit-book of* \_\_\_\_\_, *village postman, attached to the (Head, Sub or Branch)* \_\_\_\_\_ *office, for the month of* \_\_\_\_\_ *189* .

1. Have the instructions contained in rules 283, 284, and 285 of the *Post Office Manual*, Volume III, [3rd edition], been complied with by the village postman ?

2. State the number of articles delayed for more than 5 days and more than 8 days at the post office, and is this of common occurrence ?

*Note.*—*The entry in the register of the date of receipt of each article\* will enable the inspector to give this information.*

3. Do the entries in the books show both the day and date on which each village is visited ?

4. Do the signatures of headmen and other persons appear to be genuine ?

5. Have you tested any of the signatures in the register or visit-book of this postman ? If so, with what result ?

6. State the number of articles taken out for delivery during the month by the village postman, and the number returned as undeliverable. What is the percentage of paid articles returned as compared with the unpaid returned ?

\* This special entry is prescribed in the Punjab by a special order of the Postmaster-General.

7. State the number of articles collected by the village postman during the month (registered or unregistered).

8. What is the average distance per day travelled by the village postman during the month ?

9. State the number of trips made during the month and the average duration of each trip.

10. State what steps have been taken to check irregularities noticed.

No. \_\_\_\_\_, dated \_\_\_\_\_ 189 .

Submitted, in original, to the Postmaster-General, \_\_\_\_\_, on \_\_\_\_\_ 189 . The books were returned on the following dates :—

*Inspector, Post Offices,  
Sub-Division.*

No. \_\_\_\_\_, dated \_\_\_\_\_ 189 .

Transmitted, in original, to the Superintendent of Post Offices, \_\_\_\_\_ Division ; attention is invited to the following :—

*Postmaster-General.*

## 70. SUPPLY OF OFFICIAL PUBLICATIONS TO GOVERNMENT DEPARTMENTS.

**Circular No. 86, dated 26th February 1894.— \* \* \* \***

*Government of India, Financial Department, Resolution No. 812-S.R., dated 17th February 1894.—RESOLUTION.— \* \* \* \**

Official publications issued in India, such as the Civil Lists, the Codes of the Financial or Public Works Department, the Army Lists, etc., may be supplied to offices, the cost of which is charged to Imperial or Provincial Revenues, only under instructions from the Departments of the Government of India or the Local Governments. In such cases no payment should be required for books of this class. Local Fund Boards and Municipalities can obtain, on payment, copies of such publications from the office where they are on sale.

The *Indian Postal Guide* and the *Government Telegraph Gazette* are exceptions to this rule. Those publications should be obtained from the Postal and Telegraph Departments, respectively, on cash payment by officials and others receiving them.

Publications like the Madras and Bombay Army Lists, which, though issued under the authority of the Government, are published by a private press, are also excluded from the operation of the rule. Payments for the number of copies of such publications taken by Government will be recovered by the press on bills submitted against the Department concerned, or against the Superintendent of Stationery, Calcutta, when the publications are obtained through the

agency of that officer under the rules prescribed in the Resolution in this Department, No. 5967, dated 1st November 1888.

#### 71. SUPPLY OF PUNKHAS TO POST OFFICES.

*G. O. No. 37, dated 28th March 1894.*—Replies have now been received from all heads of circles to circular letter No. 6271 of the 17th August 1893 regarding the supply of punkhas to post offices, and it is clear that it is not desirable to lay down any absolute rules on the subject to be applied uniformly to the whole of India. In several parts of India punkhas are not needed and are not ordinarily used by men in the position of our head postmasters, while in other parts of the country punkhas are a necessity during the hottest months of the year, and have in many cases already been provided at the cost of either the State, or the postmaster and his establishment.

2. It was stated in the circular letter that it might now be recognised that punkhas should, when required, be supplied at the cost of the State to head offices, and heads of circles should in future act upon this ruling. The estimate for a new head office to be erected by the Public Works Department should include provision for such punkhas as are considered necessary, and they will be kept in repair in the same way as office furniture. For existing head offices in which punkhas are necessary, and have not already been provided, arrangements can be made according to the discretion of the Heads of circles and according to the nature of the buildings. As regards the character of the punkhas, only general remarks can safely be made. It is not desirable to have low punkhas, for the office establishment ordinarily consists of men who are not accustomed to punkhas in their own homes, the wind from punkhas hung low would blow about letters and papers and cause inconvenience, and the low punkhas would themselves obstruct the postmaster's general view of the office and thus interfere with supervision. There should be a small punkha, hung at the usual height, for the use and comfort of the postmaster and inspecting officers; and, when practicable, as it generally will be, there should be one or more high punkhas attached to the small one in such a way that both or all of the punkhas can be pulled by one man. The high punkhas will help to keep the air in circulation without causing inconvenience to the establishment in moving about the office, and without risk of loss to letters that would be blown about by punkhas hung at the usual height.

3. As regards the pulling of punkhas, when provided, it is impossible to lay down any general rule. In some cases it appears that during the short time for which punkhas are really needed, they can be, and are now, pulled by some servant attached to the office. To this there is no objection when the man's other work does not suffer. In other cases it will be necessary to employ a punkhawala, and in such cases application for sanction should be submitted in the usual way; but only in the rarest cases, where the heat is extreme and the office is a very large one, should more than one punkhawala be asked for.

4. With these general remarks I leave the matter in the hands of heads of circles.

**72. ESTABLISHMENT OF A POST OFFICE TO BE CONSIDERED AS A WHOLE IN PROPOSALS FOR INCREASED ESTABLISHMENT.**

*Circular No. 3, dated 13th April 1894.*— . . . . . The whole establishment of a post office, so far as it is available, is . . . . . at the postmaster's disposal for every class of work, and the existence of a separate establishment for telegraph or District Post work, or even an additional charge for such work, is therefore always an item that should be considered [in proposals for increased establishment].

2. It is so generally the custom of the country for a man to perform only one kind of work, however little it may be, that, although the principles of the combined office system have been frequently enunciated, postmasters still in many cases look upon the postal and telegraph branches of their offices as distinct, and do not realise the necessity of using the spare labour available in either the postal or telegraph branch to meet an excessive amount of work in the other branch. . . . .

**74. ECONOMY IN PUBLIC EXPENDITURE.**

*G. O. No. 6, dated 7th May 1894.*— \* \* \* \*

*Government of India, Financial Department, Resolution No. 2162-Ex., dated 30th April 1894.*—RESOLUTION.—It is advisable to remind both expending and controlling officers of the duty incumbent upon them of scrutinising, and reducing to the lowest amount consistent with the proper administration of the public service, the expenditure which they have to incur or to control.

2. There are large branches of expenditure, such as those connected with "contingencies," "supplies and services," "travelling allowances," and the like, in which it is necessary, for purposes of economy, that the expenditure should, from the very beginning of the year, be regulated with the view not only of keeping within the Budget Estimates (which is the ordinary obligation of every officer concerned), but of keeping well within them, if possible, so as to effect as large a saving as practicable.

3. Moreover, experience shows that in the larger supply departments especially, new demands arise during the year, which it may have been impossible to foresee in time for entry in the estimates.....

4. The Governor General in Council considers it desirable also.....to remind all officers that, for the incurring of expenditure, two conditions must be present *independently*—

- (1) The expenditure must be within the limits of the originally sanctioned Budget Estimate, or of some "extra grant" sanctioned by competent authority in addition to the original estimate.
- (2) The expenditure must have been sanctioned as expenditure by superior authority, unless it is within the sanctioning powers of the expending officer.

Neither of these two conditions implies the other, and it is the duty of the expending officer to satisfy himself that both are present,

5. Although it is sometimes, in occasional extraordinary circumstances, necessary for an expending officer to disburse money, or to engage to do so, in the absence of one or both of these conditions, he must remember that he is taking upon himself a responsibility for which he has to give a due account, and he is bound at once to report his action for regularisation.

## 75. CONTROL AND SUPERVISION OF INSPECTORS' WORK AND TOURS.

*Circular No. 28, dated 26th July 1894.*—In my circular letter No. 11440 of the 14th December 1893, I consulted all heads of circles on the expediency of introducing a monthly summary of inspector's work as a standard form. The importance of the subject was evidently appreciated by the officers consulted and many of the reports have gone very fully and deeply into the matter.

2. There is a general agreement among heads of circles that the work of inspectors needs more control and supervision than it has hitherto received; and many of the officers consulted hold the opinion that a special monthly summary of each inspector's work is necessary to secure the object in view, and have already prescribed forms of a more or less elaborate character. On the other hand, strong opinions have been expressed by several officers that the existing rules and forms . . . are sufficient to secure the desired object, and that all that is necessary or desirable is that the subject should receive more attention from both superintendents and heads of circles. It has been urged with force that what is required is that inspectors shall do their work, that what they do is or might be clearly and sufficiently shown in their diaries, that it is not desirable that their time should be taken up in filling up any more forms than are now prescribed, or that the time of superintendents should be taken up in checking additional summaries, and that it is not expedient to transfer the supervision of inspectors from superintendents to the head of the circle and to weaken the responsibility of superintendents and further centralise the administration in the Postmaster-General by more rigid rules than now exist. The number of inspectors in the larger circles varies from 14 to 46; and it cannot be doubted that it would be a very serious addition to the obligatory work of a Postmaster-General if he were compelled by rule to examine every month a summary of each inspector's work in the form proposed or actually adopted in some circles. There is much force in the contention of some heads of circles that we should aim at impressing on superintendents their own responsibility for the supervision of their inspectors; and that, while the rules, if observed, are sufficient for the purpose of control, heads of circles have it in their power generally or in particular cases to require any plan of tours, general or special returns, or summaries of inspection work that they may find to be necessary in the case of individual inspectors or in the case of the inspectors under individual superintendents. On the whole, therefore, and in view of the opinions expressed by different officers of experience and judgment, I have decided not to prescribe any new form of summary of inspector's work and to modify but very slightly the rules as they now stand regarding the supervision of the work of superintendents and inspectors by the head of the circle.

3. I trust, however, now that attention has been called to the admitted

necessity of a close supervision over the work of inspectors, that heads of circles will not lose sight of the matter, but will impress the importance of the subject upon their superintendents and themselves see systematically that the tours of both superintendents and inspectors are arranged in a reasonable way so as to secure a proper amount of inspection work without excessive travelling. The rules, as they stand, prescribe that each inspector shall submit a weekly diary to the superintendent, and in future a copy of the inspector's travelling allowance bill should be attached to his last diary for the month. It will, moreover, be prescribed that the diary of an inspector or superintendent should show clearly not only every post office visited or inspected, but also the name of every village visited (with the name of the post office under which it lies) and the time spent at each office and village. Ordinarily not less than four days should be spent on the inspection of a head office, two days on a sub-office, and one full day on a branch office. The last diary of the month prepared by an inspector should have a note at the end giving (1) the total number of days spent on tour, (2) the number of days spent at head-quarters, (3) the number of head, sub, and branch offices inspected, (4) the number of villages visited; and it will be further prescribed that the four diaries of the month and the copy of the travelling allowance bill which accompanied the last diary shall be forwarded by the superintendent to the head of the circle and be placed before him, so that he will be able to see both whether the tours were properly arranged, and whether the inspector has, on the whole, done a reasonable amount of touring and inspection work. It has been suggested by one officer who has gone very fully into the matter that it would be well to prescribe the maximum number of days that an inspector may be at his head-quarters in a month and seven days (including Sundays, holidays, and casual leave) has been suggested as a maximum. It has also been suggested that a minimum number of inspection for a month should be laid down, and eight has been suggested as a suitable number. Both these matters, however, will, I think, best be left to the judgment of heads of circles . . . . .

4. Several of the officers consulted have suggested that provision should be made in the proposed form of summary of inspector's work for information on various points which demand the special attention of inspectors on their tours, such as village delivery work, the genuineness of signature of headmen and others in visit books, letter-box tests, and the need for additional postal facilities. As, however, it has been decided not to prescribe a new form for general use, it is not necessary here to discuss these suggestions in detail. Any head of a circle or any superintendent can require information on particular points to be given in the diaries; but care should be taken to avoid any unnecessary increase of work and not to require information already provided for in the inspection report forms, in the quarterly inspection statement . . . , in the statement of test letters . . . , or in any other prescribed form or return. The diaries of inspectors and superintendents will always give information regarding any special investigations conducted by them; but it is by watching each case and insisting on the prompt submission of the special reports called for, rather than by the examination of diaries and travelling allowance bills, that the action of a superintendent or inspector in criminal cases and investigations can be best controlled and delays best prevented.

76 SUPERVISING OFFICERS' RESPONSIBILITIES IN CONNECTION WITH  
SUB-OFFICE BALANCES.

**Circular No. 92, dated 6th March 1895.**—Two cases of fraud by sub-postmasters that have recently come before the Director-General make it desirable to again warn superintendents and supervising officers generally of the necessity of observing and enforcing the rules relating to post office balances.

2. The rules and orders on the subject are quite clear and it is unnecessary to repeat them. The authorised maximum and minimum balances of a sub-office are fixed with reference to the known transactions of the office and the pay of the sub-postmaster, and if a supervising officer allows the authorised maximum to be exceeded even once or twice, without satisfying himself that there is a reasonable explanation, he runs a serious risk. If he allows the authorised maximum to be constantly exceeded on any ground without at once going fully into the matter and either revising the arrangements for

financing the office or raising \* the maximum balance, \* With the Postmaster-  
General's sanction, if re- he makes himself responsible for any fraud that may  
quired by the rules. be facilitated by his neglect. A similar responsibility

attaches to a head postmaster or superintendent who does not correct and check a sub-postmaster when it appears—to the head postmaster from the daily accounts and to the superintendent from the monthly copies of the sub-office account—that the sub-postmaster, when remitting his surplus collections, retains more than the rules allow, viz., the authorised minimum balance in the case of an office which ordinarily collects more than it pays away, and the authorised maximum in the case of an office which ordinarily pays away more than it collects.

3. In . . . the *Manual*, supervising officers are cautioned against dealing in a routine manner with cases in which excessive balances are retained by sub-postmasters, but this caution was neglected in both the cases referred to at the beginning of this circular.

4. In the earlier case, the superintendent, when inspecting the sub-office, noticed that the balances were constantly beyond the authorised maximum, and the sub-postmaster gave as a reason that he could not remit often to the treasury owing to the sub-divisional officer being on tour. Instead of communicating at once with the sub-divisional officer or the District officer to ascertain if the excuse was true, and then, if necessary, taking up immediately the question of raising the maximum balance and the pay of the sub-postmaster, the superintendent contented himself with writing about a month afterwards to the sub-postmaster to ask if the sub-divisional officer made no arrangements to keep the treasury open when he was on tour. Again, when the sub-postmaster showed, day after day liabilities equal to about half his monthly payments of money orders, the superintendent, although he had his office headquarters at the head office station, sent the daily excess memoranda to the sub-postmaster for report as to whether the money orders were paid and the sub-office balance was reduced. The sub-postmaster kept the superintendent's questions without reply, and the matter went no further until the frauds were accidentally detected. In this case too it appeared that the head postmasters



passed on to the superintendent with the remark "satisfactory" the memoranda .... which gave, as a justification for excessive balances, liabilities many times the amount of the authorised maximum balance of the office. Although these alleged liabilities were out of all proportion to the ordinary transactions of the sub-office, the head postmaster neglected the warning. . . . and the instructions contained in . . . the *Manual*, and took no steps to see whether the liabilities shown from day to day were cleared by paid money orders and were real or fictitious. Such excuses as heavy liabilities, the closing of the sub-treasury and the receipt of money from other sub-offices and from the public after treasury hours, were accepted without verification as a justification for the constant retention of balances beyond the authorised amounts though both the postmaster and the superintendent could tell from the daily accounts and the monthly copies of the sub-office account that the excuses were false and probably made—as they were actually made—only to cover misappropriation and fraud by the sub-postmaster.

5. In the second case, the sub-postmaster did not even attempt to justify his continued disobedience of orders, but contented himself with promising, day after day, to remit money to the treasury; and though the balance went on increasing and the head postmaster repeatedly called attention to the excessive balances retained, the superintendent took no steps to force compliance with the rules.

6. In each case the monthly copies of the sub-office account were, for many months, not scrutinised in the way prescribed by .... the *Manual* and month by month the monthly copies were filed without a single remark or order of the superintendent, although each monthly copy showed grave irregularities and indicated possible fraud by the sub-postmaster through the retention of excessive balances which were kept even when remittances were being made to the treasury. Each monthly copy also showed that the actual balances were constantly outside the authorised maximum limit, that remittances were not made to the treasury as often as the rules prescribed, that, when remittances were made, the amounts remitted were far less than the rules required, and that either a revision of the actual arrangements for the disposal of collections or a revision of the authorised maximum balance was urgently necessary.

7. In each of these cases the sub-office was at a sub-treasury station, and the sub-postmaster began his frauds by retaining comparatively small amounts in excess of the authorised maximum. Had the sub-postmaster, on the first breach of the rules, been warned that no excuse would or could be accepted for not remitting to the sub-treasury on the first opportunity after the balance reached its authorised maximum or (as his receipts were far in excess of his payments) for not remitting down to the minimum whenever he made a remittance, he might well have been stopped in his career of crime and saved from judicial conviction and punishment—2½ years' rigorous imprisonment in the one case and 7 years' rigorous imprisonment in the other case.

8. In both of the cases referred to, it was found necessary to enforce the responsibility of the superintendents who neglected the rules and the means at their disposal for preventing and detecting fraud. One of the superintendents was reduced in grade, another was deprived of temporary and acting promotion, and a third was deprived, for a time, of the usual increment of his grade pay.

9. The Director-General trusts that these cases will serve as a caution to all supervising officers, and that no similar instance of neglect, bringing discredit on the Post Office as well as on its supervising officers, will again occur.

77. LIABILITY OF SENDER OF ORDINARY PARCEL FOR DAMAGE AND LOSS CAUSED BY SUCH PARCEL TO INSURED PARCELS.

*G. O. No. 43, dated 14th March 1895.*— \* \* \* \*

*Director-General's memorandum.*—A silk dress in an insured parcel was damaged by an escape of oil from an uninsured parcel, and the question whether the sender of the parcel containing oil was liable civilly for the compensation paid by the Post Office to the sender of the silk dress was referred to the Advocate-General. The opinion of the Advocate-General was as follows :—

“ I am of opinion that the sender of the oil is liable if the leakage is due to his negligence in not properly packing his parcel.”

80. EXECUTION OF DEEDS, CONTRACTS, AND OTHER INSTRUMENTS BY POSTAL OFFICERS.

*G. O. No. 5, dated 8th June 1895.*— \* \* \* \*

*Government of India, Home Department (Judicial), Resolution No. 3-Judl., 485-501, dated 28th March 1895.*—RESOLUTION.—In exercise of the power conferred by the 33rd and 34th of Victoria, chapter 59, section 2, and of all other powers enabling him in this behalf, the Governor General in Council is pleased, in supersession of existing orders, to declare that the undermentioned classes of deeds, contracts, and other instruments referred to in the 22nd and 23rd of Victoria, chapter 41, section 2, may be executed as follows :—

\* \* \* \*

G—In the case of the Post Office—

- |   |   |   |
|---|---|---|
| I. Contracts and other instruments relating to the business of the Post Office.   | } | By the Director-General of the Post Office.   |
| II. Contracts and other instruments relating to the business of the Post office managed by a Postmaster-General or officer exercising the powers of a Postmaster-General. | } | By such Postmaster-General or officer exercising the powers of a Postmaster-General subject to any limit prescribed by departmental orders. |

\* \* \* \*

82. EXCHANGE COMPENSATION ALLOWANCE TO BE INCLUDED IN ESTIMATED COST OF NEW OR REVISED ESTABLISHMENT.

*G. O. No. 18, dated 3rd October 1895.*—\* \* \* \*

*Government of India, Financial Department, Resolution No. 4672-Ex., dated 30th September, 1895.*—The Governor General in Council has had under consideration the question whether exchange compensation should or should

not be included in estimates of cost when proposals are submitted for the entertainment of additional or for the revision of existing establishments, an estimate which excludes the allowance cannot be regarded as complete, and uniformity of practice in the matter is obviously desirable. His Excellency in Council is accordingly pleased to direct that in all cases in which exchange compensation allowance is practically certain to be an element of any proposed expenditure it should be included in the estimate of cost, and should be calculated at the rate adopted in the budget estimates of the year.

### 83. REMITTANCE, THROUGH POST OFFICE, OF FOREST REVENUE TO TREASURIES AND ADVANCES TO DISBURSERS.

**G. O. No. 23, dated 4th November 1895.**—.....Attention .... is specially invited to the fact that what is actually contemplated in the Government orders is the use of *ordinary* money orders by the Forest Department; so that no special forms or arrangements are required.

*Government of India, Revenue and Agricultural Department, Circular No. 17/34-11-F., dated 26th September 1895 [communicated to Director-General, Post Office, under Financial Department letter No. 4784-A, dated 8th October 1895].*—The enquiry made in the circular of this Department, No. 25-F., dated the 17th October 1893, has elicited the fact that in certain provinces the plan of remitting, through the Post Office, forest revenue to treasuries and advances to disbursers has been adopted with success; and the Government of India think that a similar procedure might with advantage be introduced in other provinces. A new rule will accordingly be inserted in the Forest Department Code authorising such remittances wherever they may prove to be advantageous, under such instructions as each Local Government or Administration may prescribe. A copy of the rules in force in the Madras Presidency is appended for information.

Rules for the remittance by means of postal money orders, of forest revenue to treasuries and of advances to disbursers in the Madras Presidency.

1. (i) *Remittance of revenue.*—District Forest Officers should provide themselves, as well as their range and other revenue remitting officers, with ordinary inland money order forms in books with counterfoils, such as are obtainable at all post offices, and these alone should be used, all particulars of the remittance being noted on the counterfoil.

2. The remitter should make out a money order on one of these forms, filling in the name of the most convenient post office and other particulars, and making it payable to the officer in charge of the treasury, and should send it with the cash to the post office. He should note briefly on the coupon such particulars of remittance as may be necessary for the Treasury Officer's information.

3. The Treasury Officer, on receipt from the post office of the money order, will sign and date the money order and return it to the post office, taking off the strip containing the coupon and acknowledgment. He will forward to the District Forest Officer the advice list prescribed, together with the

corresponding strips consisting of the coupons and acknowledgments of all money orders received during the day.

4. The entry in the remitter's accounts will be supported by the receipt given to the remitter by the post office when the money order was issued.

5. The commission paid on money orders will be charged to the budget head B III (f) in the Departmental accounts.

6. (ii) *Remittance of advances*.—In remitting advances to disbursers the same procedure as that prescribed in rules 1 and 5 above should be followed; but the amount of the money order and the commission may be paid into the post office either in cash or, where the post office is at a treasury or sub-treasury station, by a cheque drawn in favour of the postmaster on such treasury or sub-treasury. The latter course can only be adopted when the remitter has a banking account with the treasury or sub-treasury concerned.

7. The money order will be treated by the post office as an ordinary inland money order and acknowledgment sent to the remitter in due course. The remitter's accounts will be supported by this acknowledgment as well as the receipt referred to in rule 4 above.

#### 84. COLLECTION OF CUSTOMS DUTY ON PACKETS OF BOOKS RECEIVED AS PARCELS THROUGH P. & O. Co.

**Circular No. 59, dated 31st December 1895.**—Book parcels received at Bombay through the agency of the Peninsular and Oriental Steam Navigation Company are subject to customs examination and assessment of duty in the same way as inward foreign parcels. Thereafter they cease to be treated as parcels, and are forwarded to the offices of destination as book packets . . . .

2. . . . With the object of bringing the recovery of such items of customs duty under check by the Comptroller's office along with similar recoveries of duty on other articles of the letter mail, it is now directed that the instructions contained in [the *Post Office Manual*] shall be applicable, *mutatis mutandis*, to book packets received in this country as parcels through the agency of the Peninsular and Oriental Steam Navigation Company, and charged at Bombay with customs duty. When duty is assessed on such a packet, information as to the amount of the duty to be collected will be communicated by the Bombay Office to the office of delivery by means of an assessment memo. in the form prescribed by the [*Manual* rules]. This memo. will be forwarded to the office of delivery in a postal service registered cover, the remark—"Customs duty R\_\_\_\_\_ assessed at Bombay, *vide* assessment memo. forwarded under this office registered cover No. \_\_\_\_\_" being written on the cover of the packet. When the amount of the duty and of any postage that may be due has been paid, the packet should be delivered; the postage realised should be brought to credit in the usual way in the letter postage account, and the amount representing the customs duty should be accounted for by affixing postal service postage stamps to the assessment memo. The latter should then be dealt with like assessment memos. relating to other articles of the letter mail.

## 85. CONVEYANCE OF HORSES AND CAMP EQUIPAGE.

**G. O. No. 1, dated 18th April 1896.—\* \* \***

*Government of India, Financial Department, Resolution No. 1603-Ex., dated 10th April 1896.*—RESOLUTION.—It has been brought to the notice of the Government of India that the provisions of Article 1093 of the *Civil Service Regulations* are sometimes applied to cases in which it does not appear that the interests of the public service require officers to send their horses or camp equipment by steamer or railway. In framing the rule contained in Article 1093 and in allowing Local Governments to delegate their powers under that rule to heads of Departments and other authorities, it was not the intention of the Government of India that officers should when making ordinary journeys on tour or transfer, be entitled, in addition to drawing travelling allowance, to convey their horses or camp equipment at Government expense even when the nature of their duties require them to maintain horses or camp equipment. The rule was intended to meet the more or less exceptional case of an officer requiring, for the discharge of his official duties, to make use of his horses or camp equipment in one place immediately or very shortly after having had to use them in the public service in another place, and who is therefore obliged in the interests of the public service to convey them by railway or steamer. It is only therefore when it is shown that public interests would suffer if an officer sent on his horses or camp equipment by road or country cart, or (in cases of distant transfers) if he sold and replaced them, instead of despatching them by the quickest means at his command that the cost of their conveyance by rail or steamer should be sanctioned. It also follows that the concession should not be made to an officer who sends forward his horses in order to avoid the expense of hiring the means of conveyance on a journey for which he draws travelling allowance, for that is the very charge which the travelling allowance is in such a case meant to defray. Nor can the rule be applied to meet the charges for conveyance to the officer's station of a horse or of equipment purchased from a place at a distance.

2. The Government of Bombay have from time to time issued orders with a view to restrict the application of Article 1093 to the cases which it is intended to meet, and in the opinion of the Government of India it is desirable that other Local Governments should issue instructions to a similar effect. The Government of Bombay require the authorities, to whom they delegate the powers conferred on them by Article 1093, to submit twice a year a return of sanctions given, with brief notes explaining the circumstances of each case. They also prohibit these authorities from sanctioning the conveyance at Government expense of more than two horses.

3. The Government of India do not desire to lay down hard-and-fast rules limiting the powers at present conferred on Local Governments for the sanction of the conveyance of horses or camp equipment at Government expense. But in future Local Governments should confine the application of the existing rule to those cases to which the first paragraph of this Resolution shows they are meant to apply, and they should issue any instructions which may appear necessary to ensure that the authorities subordinate to them do not grant the concession in cases when the officers themselves should properly bear the charge of conveyance.

86. DISPOSAL BY HEADS OF CIRCLES OF PETITIONS TRANSFERRED TO THEM BY DIRECTOR-GENERAL.

*G. O. No. 4, dated 26th May 1896.*—Every year I receive a large number of petitions direct from officers of the department or members of the public which have to be transferred for disposal to the heads of circles. In many of these cases reminders and further applications from the petitioners reach my office showing that the fact that the original petitions were transferred for disposal has not been communicated to them, or that the petitions have been filed by the heads of the circles to whom they were sent.

I shall be much obliged, therefore, if heads of circles will kindly remember that orders should always be passed in cases of this kind and communicated to the petitioners showing that their petitions have reached the Director-General, and what his action has been.

87. PROHIBITION AGAINST SHOOTING SACRED ANIMALS IN CERTAIN LOCALITIES.

*Circular No. 12, dated 9th June 1896.*—The accompanying Resolution of the Government of India . . . is circulated for the information and guidance of all concerned.

2. All postal officials are warned to abstain from shooting within 500 yards of any village, house, temple, mosque, or enclosure or from entering any house, temple, mosque, or enclosure without permission. Postal officials should abstain from trespassing upon or shooting over standing crops and are warned not to molest any domestic animals or to shoot such animals or birds as are looked upon as sacred, and not to shoot in tracts where shooting would be resented by the inhabitants. In cases in which lists of places in which shooting is not allowable, and of animals or birds which should on no account be shot or destroyed, have been prepared by district officers, heads of circles should arrange that copies of these lists should be obtained and the information made known to all postal officials in the districts in question.

*Government of India, Home Department, Resolution No. 16 (Public)—1458-83, dated 27th September 1895.*—RESOLUTION.—In the Resolution\* read in the

\* READ—

Home Department Resolution No. 45—1755-70, dated 24th September 1879.

preamble Local Governments and Administrations were requested to instruct district officers to take every opportunity of warning Englishmen and others against entering on standing crops for sporting purposes unless they first obtained the permission of the owners to do so. The Government of India have recently had brought to their notice a case in which a European, while out shooting, caused the death of two natives—in an affray arising out of the fact that he shot peafowl in the vicinity of a village. The rules issued by the Military authorities for regulating the grant of shooting passes to British soldiers provide all the safeguards that are practicable to prevent affrays between soldiers and villagers, but there are at present no orders ensuring that such warnings shall be given as may, so far as is possible, duly direct and regulate the conduct of sportsmen other than soldiers. The Governor General in Council accordingly desires that instructions should be issued by Local Governments and Administrations to

district officers to warn sportsmen, whether Europeans or others, (1) against trespassing on standing crops without the consent of the owners ; (2) against shooting peafowl, or other birds or animals which are looked upon as sacred, in the vicinity of villages or habitations ; (3) against shooting domestic animals, such as dogs or pigs ; and (4) generally against shooting in the immediate vicinity of villages, temples, and mosques.

**88. ARTICLES RECEIVED BY FOREIGN POST, ADDRESSED TO CERTAIN RULING NATIVE CHIEFS, EXEMPT FROM CUSTOMS DUTY.**

*Circular No. 25, dated 15th August 1896.*—Under orders issued in 1888 by the Government of India in the Foreign Department, all ruling chiefs of Native States in India whose permanent salute is not less than 19 guns have the privilege of importing, free of customs duties, articles intended for their personal use. A list of the Native rulers who are at present in enjoyment of this privilege is appended (*see below*), any articles of the letter mail received by the foreign post to their address need not, therefore, be treated in accordance with the procedure laid down in [the *Post Office Manual* relating to the collection of customs duty].

2. At the same time it is necessary that it should be clearly understood that the prescribed notice calling upon an addressee to appear personally or by agent at the post office should not be issued to any ruling chief to whose address an article of the letter mail, believed to contain something liable to duty, may have been received ; and I shall be much obliged if heads of circles will issue the necessary instructions on this point.

*List referred to in para. 1 of the foregoing circular.*

Maharaja (Gaekwar) of Baroda.  
Nizam of Hyderabad.  
Maharaja of Mysore.  
Begam (or Nawab) of Bhopal.  
Maharaja (Sindhia) of Gwalior.  
Maharaja (Holkar) of Indore.

Maharaja of Jammu and Kashmir.  
Khan of Kalat.  
Raja of Kolhapur.  
Maharana of Mewar (Udaipur).  
Maharaja of Travancore.

**89. WITHDRAWAL IN EXCESS OF LIMIT FROM PUBLIC ACCOUNTS IN POST OFFICE SAVINGS BANK.**

[See also S. O. 103.]

*G. O. No. 11, dated 17th August 1896.*—\* \* \*

*Director-General's letter No. 2136-C., dated 11th August 1896, to Postmaster-General, Bombay.*—\* \* \*

2. . . . The power of specially sanctioning withdrawals from the deposits at call in public accounts in excess of the prescribed limit without notice is not reserved to the Director-General and it is intended that the notice should be insisted on. It cannot, therefore, be too clearly understood that postmasters

will be held strictly responsible if they allow withdrawals in contravention of the rules. Moreover in all cases in which the depositor of a public account applies to be exempted from giving the usual notice, he should be required to explain fully the reasons for asking for an exemption from the rule, and the application should not be forwarded to this office unless and until you are satisfied that there is special justification for treating the case exceptionally. I have also the honour to request that such applications may not be complied with in future without the previous sanction of the Director-General.

#### 90. TREATMENT OF POSTCARDS ISSUED BY HOLKAR STATE PASSING THROUGH IMPERIAL POST.

*Circular No. 29, dated 22nd September 1896.*—The Holkar State has issued, with the approval of the Government of India, a postcard of its own, and it has been decided that such postcards when passing through the Imperial Post shall be recognised as having the character of postcards. That is to say, instead of being treated as unpaid letters and taxed with double letter postage at inland rates, they will be treated as unpaid postcards and taxed with double postcard postage at inland rates under [the provisions] of the *Postal Guide*.

#### 91. DEFECTIVELY GUMMED POSTAGE STAMPS.

*Circular No. 40, dated 7th November 1896.*— \* \* \*

2. It has now been decided that defectively gummed stamps returned to a post office shall invariably be utilised by affixing them with gum or paste to inland telegrams tendered for transmission. Defectively gummed envelopes returned by the purchaser should be exchanged for other envelopes at the local treasury.

#### 93. GRADING AND PROMOTION OF SUPERINTENDENTS.

[See also S. O. 48.]

*G. O. No. 21, dated 8th February 1897.*— \* \* \*

5. In the future, as in the past, permanent vacancies due to the promotion of superintendents out of the grade of superintendent will be used, as far as practicable, to remedy irregularities under the circle system of promotion. Also, as hitherto, when among the officers permanently allotted to any particular circle at any particular time there is no officer eligible for an acting grade vacancy, the promotion will go to the senior eligible officer on the general gradation list. Absolute evenness of actual promotion in the several circles is however not aimed at. Irregularities of promotion are necessary incidents of service in different provinces and circles as of service in different departments. All that is aimed at is to make the *chances* of superintendents allotted to the different circles—not their actual promotion—as even as it is practicable to make them with due regard to the needs of the administration, and then from time to time, and as opportunities occur, to remedy any very serious irregularities that



have actually occurred. There is no present intention to change the circle system of promotion or, as regards the promotion of superintendents, to centralise further than is indicated in this G. O. When a superintendent works as a superintendent in a circle other than the one to which he is permanently allotted he will, except under very special circumstances, receive promotion in the circle to which he is allotted and not in the circle in which he works, and the acting steps consequent on his promotion will go in the circle to which he is allotted, and not to the circle to which he is deputed.

**94. ALLOWANCES TO POSTMEN AND OTHERS ACTING AS TELEGRAPH MESSENGERS TO BE TREATED AS PAY.**

***Circular No. 69, dated 13th February 1897.—\* \* \****

*Government of India, Financial Department, letter No. P.-661, dated 10th February 1897, to the Director-General of the Post Office of India.*—I am directed to acknowledge the receipt of your letter No. 45, dated 28th December 1896, and in reply to convey sanction to the proposal that the allowances, drawn by certain postmen and other postal servants attached to combined offices for performing the work of telegraph messengers in addition to the delivery of postal articles, may be treated as pay for the purposes of pension, leave and acting allowances.

**95. TELEGRAPHIC REPORT TO BE MADE IF A CIVIL OFFICER IS KILLED OR SEVERELY WOUNDED BY FANATICS OR OTHERS, OR MEETS WITH SUDDEN OR VIOLENT DEATH IN EXCEPTIONAL CIRCUMSTANCES.**

***G. O. No. 24, dated 17th March 1897.—\* \* \****

*Government of India, Home Department, Circular letter No. 4-Public/207-214, dated 22nd February 1897 [communicated to Director-General under Financial Department endorsement No. 1011-P, dated 5th March 1897].*—.... I am directed

No. 109 (Military), dated the 17th December 1896.

No. 121 (Public), dated the 17th December 1896.

to forward .... a copy of the despatches from the Secretary of State marginally noted, which contain orders as to telegraphing information respecting officers of the Civil Services who are killed or severely wounded by fanatics or others, or who meet with sudden or violent death in any very exceptional circumstances. I am to request that the report in such cases may be submitted to this Department.

*Secretary of State's despatch No. 109 (Military), dated 17th December 1896.*—.... I request that Your Excellency will issue instructions that the procedure for telegraphing information regarding the death or wounds of officers and men killed or wounded in action, or in the performance of duty, may be followed also on occasions when officers are killed or severely wounded by fanatics or others, or meet with sudden or violent death in any very exceptional circumstances. In such cases it is very desirable that this office should be in a position to give early information to the relatives and friends of the killed or injured.

*Secretary of State's despatch No. 121 (Public), dated 17th December 1896.*—In my Military despatch No. 109 of this day's date, I have called upon Your Excellency to issue instructions that the existing procedure for telegraphing information regarding the death or wounds of officers or men killed or wounded in action, or in the performance of duty, may be followed also on occasions when officers are killed or severely wounded by fanatics or others, or meet with sudden or violent death in any very exceptional circumstances.

2. I have now further to request that the same course may be adopted with discretion, when officers of the Civil Services are killed or wounded in like circumstances.

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**96. OUTWARD FOREIGN PARCELS NOT TO BE DESPATCHED BY CALCUTTA-BOMBAY MAIL TRAIN *via* JUBBULPORE ON OUTWARD FOREIGN MAIL DAY.**

[See also S. O. 99.]

*G. O. No. A, dated 12th June 1897*—.....The mail train from Calcutta to Bombay *via* Jubbulpore is timed to arrive in Bombay at such an hour that the interval between its arrival and the departure of the homeward-bound mail steamer is only just sufficient to ship the mails brought by that train direct from the railway terminus. In order to make this possible, additional sorting work [has] to be done by the Railway Mail Service between Khandwa and Bombay on the day of departure of the mail steamer.

It [is therefore] impossible for the Railway Mail Service or the Bombay General Post Office to deal with foreign parcels sent by this train on the last day fixed for posting the foreign letter mail. As they will not be able to be forwarded to destination till the departure of the following mail steamer, and as their presence in the mail van on that day will interfere with sorting work the Director-General will be glad if all heads of circles will issue orders to the post offices concerned not to forward foreign parcels posted for despatch by this train on the last day available for posting the foreign letter mail, but to detain them for despatch on the following day.

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**97. INDEBTEDNESS OF GOVERNMENT OFFICERS.**

*Circular No. 27, dated 12th August 1897.*—The following Resolution of the Government of India in the Home Department, No. 1032-49, dated the 9th June 1897, forwarded to this office under endorsement No. 2930-P., dated the 5th July 1897, by the Finance and Commerce Department, making certain additions to the rules circulated under Home Department Resolution No. 22/637-650, dated the 16th March 1888, is circulated for the information of all postal officers together with the Home Department Resolution of 1888, and No. 12-Pub./1556, dated the 31st May 1892 :—

*Government of India, Home Department (Public), Resolution No. 1032-49, dated 9th June 1897.*—RESOLUTION.—It has been brought to the notice of the Government of India that Home Department Resolution No. 22/637-653, dated the 16th March 1888, conveying orders on the subject of the pecuniary

relations of Government officers with persons who are subject to their authority, makes no provision such as is contained in section 6 of Regulation VII of 1823, for the case of pre-existing indebtedness on the part of civil officers to individuals resident in districts to which they may be posted. The Governor General in Council considers such a provision desirable, and is accordingly pleased to direct that the following rule shall be added to the rules laid down in the Resolution quoted above :—

3. Any such officer, as is referred to in rule 1, who is appointed or transferred to a post in which he will be in a position to exercise official influence or authority over any person to whom he is under any pecuniary obligation, or to a post with local jurisdiction, within the limits of which any person, to whom he is under any pecuniary obligation, resides, possesses property or carries on business, shall be bound to declare, without delay, the circumstance to the officer to whom he is immediately subordinate for report to the Government, and failing to do so shall be subject to the same penalty as if the obligation were incurred after his appointment or transfer.

*Government of India in the Home Department (Public), Resolution No. 22-637-650, dated 16th March 1888.*—RESOLUTION.—From the replies to Home Department Circular of the 14th October 1887, it appears that there are no uniform executive orders on the subject of the pecuniary relations of Government officers with persons who are subject to their authority, and as the Regulation VII of 1823 applies only to covenanted civil servants and only to such officers when serving in certain portions of the Bengal Presidency, the Governor General in Council considers it desirable that definite instructions should now issue with the object of making the liability in this matter of all officers holding civil appointments the same throughout India. The Governor General in Council is accordingly pleased to direct that the following rules shall be strictly observed in future :—

1. All covenanted civil servants, statutory civilians, uncovenanted officers who hold gazetted appointments and military officers in civil employ, are prohibited under pain of dismissal, from taking loans from, or otherwise placing themselves under pecuniary obligations to, persons subject to the official authority or influence of such Government officers, or residing, possessing property or carrying on business within the local limits for which such Government officers are appointed.
2. This prohibition does not extend to transactions in the ordinary course of business with Joint Stock Banks and British firms.

*Government of India, Home Department, letter No. 12-Pub./ 1556, dated 31st May 1892, to Government of Madras.*—I am directed to acknowledge the receipt of your letter No. 193, dated the 24th March 1892, enquiring whether the orders contained in Home Department Resolution No. 22/637-53, dated the 16th March 1888, prohibiting public officers, under pain of dismissal, from

Home Department Circular No. 4952-60, dated 28th October 1890.

Home Department letter No. 1899, dated 25th April 1872.

taking loans from persons subject to their official authority or influence, should be regarded as cancelling the orders marginally noted, and whether uncovenanted officers holding non-gazetted appointments are permitted to borrow money from their subordinates.

2. In reply I am to say that the orders contained in the Resolution of 16th March 1888, had reference to gazetted officers only and were not intended to cancel the orders of 28th October 1869 and the 25th April 1872, which apply to uncovenanted non-gazetted officers. I am to explain that the difference between the orders of the 16th March 1888, affecting gazetted officers, and those in the circular of the 28th October 1869 and 25th April 1872, affecting non-gazetted officers, is that in the former case the prohibition is absolute, while in the latter it may be relaxed in exceptional cases at the discretion of the head of the office (subject to the control of the Local Government) as explained in paragraph 3 of Home Department letter No. 1899 of the 25th April 1872.

*Government of India, Home Department, Circular No. 4952-60, dated 28th October 1869.*—It having been brought to the notice of His Excellency the Governor General in Council that it is not sufficiently well understood that uncovenanted as well as covenanted servants of Government are not to be permitted to borrow money from native residents in the districts in which they may be employed, I am directed to draw [attention] to the point and to request that, if orders have not already been issued on the subject, they may now be promulgated in the sense of those of the Hon'ble the Vice-President in Council, No. 1372, dated 14th July 1834, a copy of which is herewith forwarded for facility of reference.

*Government of India, Home Department, letter No. 1899, dated the 25th April 1872, to Chief Commissioner of Oudh.*—I am directed to acknowledge the receipt of your letter No. 3980, dated the 28th August last, on the subject of the ruling by which uncovenanted officers are prohibited from borrowing money from natives of the districts in which they are employed, and in reply to state as follows :—

2. What the Government of India intended in the orders of the 20th October 1869, by the words "uncovenanted officers" was generally all officers to whom the Uncovenanted Service Leave and Pension Rules are applicable, including members of ministerial establishments. And such a definition is no doubt better than the one suggested in paragraph 3 of your letter, *viz.*, officers whose names appear in the Oudh Civil List. Such a limit would exclude from the operation of the rule many uncovenanted officers whom it is expedient to subject to it. That subordinate officers employed in the Revenue Settlement should consider themselves exempt from the general prohibition would be anomalous and possibly mischievous.

3. It is so difficult to fix a limit, including some and excluding others of the uncovenanted class, that the Governor General in Council considers it right to maintain the rule as applicable to all to whom the Uncovenanted Pension and Leave Regulations apply. But it should be clearly understood that this will not interfere with the discretion of the head of an office in allowing his subordinate ministerial officers to borrow in exceptional circumstances from persons with whom transactions would under the rule be ordinarily inadmissible.

**98. TRANSFERS OF OFFICIALS TO FILL TEMPORARY VACANCIES TO BE AVOIDED WHENEVER PRACTICABLE.**

*G. O. No. 11, dated 10th September 1897.*—It has been brought to my notice that in some circles a considerable waste of money is

incurred by unnecessarily numerous and expensive transfers of postal subordinates especially in arrangements for filling up temporary vacancies.

2. Heads of circles are expected to exercise the most careful supervision, so as to prevent unnecessary expense to Government by such transfers ; and I have the honour to ask that you will give this matter your constant and personal attention. Wherever possible, local arrangements to fill up temporary vacancies should be made. Where this is impracticable, the officials transferred should be selected from the nearest possible localities.

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**99. OUTWARD FOREIGN MONEY ORDERS FOR WHICH BOMBAY IS OFFICE OF EXCHANGE NOT TO BE DESPATCHED BY CALCUTTA-BOMBAY MAIL TRAIN *via* JUBBULPORE ON OUTWARD FOREIGN MAIL DAY.**

[See also S. O. 96.]

**G. O. No. B, dated 25th September 1897.**—In continuation of Director-General's G. O. No. A, dated the 12th June last [S. O. 96], heads of circles are requested to issue orders to all post offices concerned not to forward outward foreign money orders, for which the Bombay General Post Office is the office of exchange, issued on the last day available for posting articles of the foreign letter mail, by the Calcutta-Bombay mail train *via* Jubbulpore, but to detain them for despatch on the following day.

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**100. COMPLAINTS AND ENQUIRIES RELATING TO TELEGRAMS.**

**G. O. No. 22, dated 4th January 1898.**—It has been brought to notice by the Director-General of Telegraphs that unnecessary correspondence is caused by the practice followed by some postal officials of sending complaints and inquiries relating to telegrams to the Telegraph Department Check Office for enquiry and communication of the result. Under [the provisions] of the *Telegraph Guide*, such complaints should be addressed to the Superintendent, Check Office, but they should be sent "for disposal," and not for enquiry ; and I have now to ask that this rule may be observed in future. It will be understood that every instance in which a postal official is in fault will be duly reported to his official superior by the Superintendent of the Check Office.

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**101. APPLICATIONS FOR REFUNDS ON UNUSED REPLY-PAID TELEGRAM PASSES.**

**Circular No. 49, dated 10th January 1898.**—It has been brought to notice by the Telegraph Department that in a number of cases applications for refunds on unused reply-paid passes for telegrams are sent by postmasters registered on postal service to the Check Office. This practice is irregular and must now be discontinued. Applications to the Check Office for refunds are not entitled to free transmission by post, still less to free registration, inasmuch as the claim is a purely private one. Applicants for refund should therefore be informed that they must address the Check Office direct,

paying the usual charges for postage, and also for registration, if they wish to send their applications registered.

**103. WITHDRAWALS WITHOUT NOTICE FROM REGIMENTAL AND OTHER CONJOINT ACCOUNTS IN EXCESS OF PRESCRIBED LIMIT.**

[See also S. O. 89.]

*Circular No. 56, dated 25th January 1898.*—Under ..... the Rules for Depositors the amount of withdrawals within a calendar month from the deposits at call in a regimental or other conjoint account is limited to Rs. 1,000, unless the depositor gives one month's notice of his intention to make additional withdrawals. The Director-General, however, is specially authorised .... to dispense with this notice in any case in which he may think fit to do so.

2. This dispensatory power is intended to be exercised only in cases in which the Director-General is satisfied that there is sufficient justification for exempting the holder of a regimental or other conjoint account from giving the usual notice to the post office; as, for instance, in the case of a regiment suddenly transferred or ordered on field service. If, therefore, an application for exemption from giving the required notice is received by the head of a circle from the Commanding Officer of a Native Regiment, or other holder of a conjoint account, he should ascertain from the applicant the circumstances which render the case urgent, and the reasons why the usual notice cannot be given, and should submit the application for the special sanction of the Director-General only if he is satisfied that reasonable grounds have been shown for claiming the exemption.

3. The number of cases in which the Director-General's sanction has been sought to enable the Comptroller to admit in audit withdrawals wrongly allowed by postmasters from regimental accounts in excess of the prescribed limit without notice shows that the rule as to notice has not been understood or that it has not been treated with sufficient care in the past. It must be clearly understood that postmasters are not to allow any withdrawal from a regimental or other conjoint account in excess of the limit laid down in the rule cited above without the notice therein prescribed, unless and until the Director-General's sanction has been received. Whenever an application for withdrawal from the deposits at call in a regimental or other conjoint account is presented at a post office, the postmaster must first see that the amount sought to be withdrawn is not in excess of the prescribed limit.

**104. LETTERS FOR HOMEWARD-BOUND PASSENGERS BY P. AND O. MAIL STEAMERS.**

*Circular No. 61, dated 1st February 1898.*— \* \* \* \*

2. Articles of the letter mail intended for homeward-bound passengers by the Peninsular and Oriental Company's mail steamers and addressed to the "care of the Mail Officer, Bombay-Aden sea post office," will be disposed of by the foreign mail sections of the Railway Mail Service working with the outward

foreign mails and by the Bombay and Calcutta offices of exchange in accordance with the special instructions that will be issued on the subject. Other offices and sections receiving such articles should treat them exactly in the same way as correspondence addressed to Europe.

**105. ADDRESSES IN TELEGRAMS TO BE SUFFICIENTLY COMPLETE TO ENSURE DELIVERY.**

***Circular No. 69, dated 15th March 1898.***— \* \* \* \* \*

2. It will be the duty of the official performing the work of signaller in a combined office to examine the address in every telegram presented for despatch in order to see that the information given by the sender regarding the name and residence of the addressee is sufficient to ensure the correct and prompt delivery of the telegram. At the same time care must be taken to prevent the inclusion of unnecessary particulars in the address. The information required to complete or revise the address should be obtained, if possible, from the sender or presenter of the telegram.

**107. STAMPING OF BRITISH POSTAL ORDERS ISSUED IN INDIA.**

***G. O. No. 1, dated 9th April 1898.***—Once more it has become necessary to ask attention to the importance of having distinct and legible impressions of the date-stamp of the office of issue on British postal orders issued in India.

2. This matter was made the subject of a series of orders a few years ago, and it was hoped that the action taken by heads of circles had been successful in securing the desired end. A representation, however, has lately been received from the General Post Office, London, complaining that the dates on British postal orders issued in this country are frequently found to be quite illegible.

3. I beg that the matter may be taken up again in earnest, and that heads of circles will now satisfy themselves that every post office authorised to sell these British postal orders is in possession of a proper stamp for the purpose. It is a discredit to the Indian Post Office that this want of care should have again been made a matter for complaint, and I shall be much obliged if heads of circles will take serious notice of every instance of neglect that comes before them.

**108. RECOVERY OF DEFICIENT POSTAGE OR OTHER POSTAL FEES IN RESPECT OF PREPAID PARCELS AND OF V.-P. UNREGISTERED ARTICLES.**

***G. O. No. 7, dated 12th May 1898.***—[With reference to the marginally-cited rules of the *Post Office Manual*], heads of circles are informed that, while it will in almost all cases be necessary to enforce the responsibility of the parcel clerk of the office of posting for any deficiency of the kind contemplated by the note, it is not intended to prohibit heads of circles from relaxing the rule in special cases where it is quite clear that the parcel clerk was not to blame, or where the penalty would be too great in comparison with the fault committed,

Note 1 to rule 441, Vol. I, 8th edition.

Note 1 to rule 395, Vol. II, 7th edition.

## 109. COMPLAINTS, INQUIRIES, AND REFERENCES CONCERNING TELEGRAMS.

*G. O. No. 9, dated 3rd June 1898.*— \* \* \* \* \*

*Director-General of Telegraphs' letter No. 3331-T., dated 17th May 1898, to Director-General of the Post Office.*—I have the honour to report that the Superintendent, Check Office, has brought to notice that much work would be saved in his office, if, when complaints, enquiries, or references, are made to him by postal officials regarding telegrams that have been despatched, they would also furnish all information available regarding these messages. Particulars should be given of the stations from and to, the persons from and to, the date, and the time the message was despatched to the Telegraph Office. This information as to the time of despatch to the Telegraph Office is specially valuable, as it saves all the day's drafts of an office having to be searched through to find the required message, a matter of considerable importance in the case of large offices.

2. I should be much obliged if instructions to the above effect were issued by you as references to the Check Office from postal officers are sufficiently numerous to make it desirable that the information given should allow that office to deal with a case with the least practicable loss of time.

## 110. RECEIPT OF TESTIMONIALS AND ADDRESSES BY GOVERNMENT SERVANTS.

*Circular No. 13, dated 13th June 1898.*— \* \* \* \*

*Government of India, Home Department (Public), Resolution No. 729—53, dated 6th May 1898.*—RESOLUTION.—By the rules attached to the Resolution

[\*READ—

Home Department Resolution No. 29/1629-1645, dated the 22nd July 1897, regarding the receipt of testimonials and addresses by servants of Government.]

above quoted[\*] all servants of Government are prohibited, subject to stated exceptions, from receiving complimentary or valedictory addresses in any form, or testimonials of any kind, and from attending public meetings or complimentary entertainments of a formal and public character held in their honour. Several instances have recently occurred in which arrangements for the presentation of testimonials have been made and subscriptions collected apparently in ignorance of the fact that the proceedings were irregular and that the rules prohibit Government officials from receiving testimonials of any kind. It has also happened more than once lately that a formal character has been given to farewell entertainments, such as are permitted by rule 3, by the publication in the newspapers of speeches made at them. The Governor General in Council in these circumstances finds it necessary to call the attention of Local Governments and Administrations to the rules, and to request that it may be again impressed on all officers that they must be strictly observed. With a view to bringing them to the notice of the public the Governor General in Council directs that they be republished in the *Gazette of India* and the *Gazettes of Local Governments and Administrations*. The rules do not apply to the receipt of addresses by the Head of any Government or Administration.

1. Save as in these rules otherwise provided, all servants of Government, Covenanted or Uncovenanted, are forbidden to receive complimentary or valedictory addresses in any form; or to accept testimonials of any kind; or to



attend public meetings or complimentary entertainments of a formal and public character held in their honour.

2. The Government views with disfavour all similar manifestations in the case of retired officers, when following immediately upon their retirement from active service, and designed as an acknowledgment of acts done by them while in the service of Government.

3. It is not intended to prohibit such an expression of regard for the private or official character of an officer retiring from service, or leaving his station or district, as is involved in a farewell entertainment supported by his personal friends, even though some of these may be his official subordinates. But it is expected that the proceedings on such occasions will be substantially of a private and informal character.

4. Local Governments and Administrations are authorised to forward to an officer who has left a station or district the resolution of any local public body recording a vote of thanks to him for help and advice afforded during his official connection with the station or district.

\* \* \* \* \*

6. Nothing in the above rule is meant to prohibit compliance with the request of a public body that a Government officer should sit for his portrait, bust, or statue in recognition of his public services; provided that the portrait, bust, or statue is not intended for presentation to the officer concerned.

7. The participation of Government officers in the raising of funds for the foundation of scholarships, or for procuring a portrait, bust, or statue as a spontaneous recognition of the services of a Government officer is not forbidden; but it should be clearly understood that any solicitation on the part of officers of Government for subscriptions from any person who does not voluntarily come forward to contribute is disapproved by the Government of India.

8. The previous sanction of the Government of India must be obtained to the relaxation of these rules in any special case in which the Local Government or Administration may think this desirable.

#### 111. USE OF JUTE BAGS.

**G. O. No. 11, dated 15th July 1898.**—The following recommendations of the Postal Committee of 1898, on the subject of the use of jute bags, are published for information and guidance :—

“We are of opinion that jute bags may be used by the Railway Mail Service for the exchange of mails with post offices on the Railway. The use of such bags on runners’ and mail cart lines does not appear to us to be advisable as the bags are not impervious to damp and are, moreover, very heavy.”

#### 112. LIST OF NON-DUTIABLE ARTICLES LIKELY TO BE IMPORTED BY FOREIGN LETTER POST.

**G. O. No. 12, dated 16th July 1898.**—.....[The following is a list] of the articles likely to be imported into India by the foreign letter post on which customs duty is not chargeable. This list is not of course a complete list of the articles which are allowed to enter India free of duty, but it is a list

only of the non-dutiable articles which are likely to be sent through the letter post.

\* \* \* \* \*

*List of [customs duty] free goods likely to be imported through the letter post.*

- (1) Articles belonging to Government.
- (2) Articles intended for the private or official use of officers on board vessels of His Majesty's Royal Navy.
- (3) Books (printed) and pamphlets (printed), if not obscene; covers for printed books; maps, charts, plans, proofs, manuscripts, and music. [Pictures and toy books, printed forms, account and manuscript books, advertising matter (with the exception of trade catalogues and circulars) and cards in booklet form are dutiable.]
- (4) Bristles and fibres for brooms and brushes.
- (5) Cotton (raw) and cotton sewing thread, cotton-twist and yarn.
- (6) Jute (raw) and wool (raw).
- (7) Decorations and medals, when part of uniforms, and imported by a public servant for his personal use.
- (8) Fish-maws.
- (9) Gold bullion and gold coin.
- (10) Grass, hay, rushes, straw and leaves.
- (11) Gum-olibanum and frankincense.
- (12) Hops.
- (13) Mother-of-pearl, unmanufactured.
- (14) Notes, Bank or promissory.
- (15) Plants and bulbs living, also dried for herbaria.
- (16) Precious stones (real) and pearls (real) unset.
- (17) Photographs in number not exceeding six, not intended for sale.
- (18) Printing and lithographing materials (type, ink, brass rules, composing sticks, chases and stereo-blocks).
- (19) Pulp,—of wood, straw, rags, paper and other materials.
- (20) Quinine and other alkaloids of cinchona (not being tabloids).
- (21) Rags.
- (22) Silver current coins of the Government of India.
- (23) Skins, raw or unsalted.
- (24) Specimens illustrative of natural sciences (including also antique coins and medals).
- (25) Tobacco, unmanufactured, in leaf.
- (26) Pieces of wedding cake of no value sent as presents.

#### 114. PUBLIC CRITICISM OF GOVERNMENT POLICY BY GOVERNMENT SERVANTS.

**G. O. No. 24, dated 27th December 1898.**— \* \* \* \*

*Government of India, Home Department, letter No. 2300—2309 (Public), dated 16th November 1898 [communicated to Director-General under Financial Department No. 5297-Gl., dated 30th November 1898].—I am directed to forward a copy of a Despatch No. 144, dated the 6th October last, from Her Majesty's Secretary*

of State for India, on the subject of the public criticism of Government policy by Government servants, and to request that, ...it may be circulated for the guidance of all Government servants.

*Secretary of State's Despatch No. 144 (Public), dated 6th October 1898.*— I have received your letter of the 14th July, with enclosures, relating to a speech delivered by Mr. Thorburn, Financial Commissioner of the Punjab, at Simla on the 28th of June.

2. It appears that on that day a paper was read in connection with the United Service Institution on the subject of the Tirah campaign, and that, in the discussion which followed, Mr. Thorburn took the opportunity of making what is said to have conveyed the impression of being "an attack of a deliberate and somewhat violent character on the policy and proceedings of the Government."

3. It is not surprising that this action on the part of Mr. Thorburn should at once have attracted the serious notice of his official superiors or that he should have found it necessary, within eight days of the delivery of the speech, to express his deep regret for his conduct. This apology your Government thought well to accept, and your acceptance was communicated to him through the Government of the Punjab in a letter, dated the 12th of July.

4. In these circumstances I have no intention of commenting on this particular incident so far as it affects Mr. Thorburn individually. But I think it right, while fully recognising that every officer is entitled to form and to hold his own opinion on public matters, to record my entire agreement with Sir Mackworth Young's statements of the rules which must govern the conduct of Government servants in India. It should be distinctly understood that (to use his words) "a member of the Government service is not at liberty to make an attack upon what he knows or believes to be the policy or procedure deliberately approved by the Government," and that "it is no justification of such attack that he is actuated by conscientious motives or has a strong conviction of the correctness of his own judgment." I will add, further, that it is improper for any officer to convey to the public, whether in writing or in a speech or otherwise, any opinion upon matters of Government policy which are, or are likely to become, the subject of public discussion. It is, of course, inevitable that cases must from time to time occur in which the decisions of Government do not commend themselves to the officers who may have to carry them out. On such occasion the officers in question, after making proper representations to their official superiors, have only two courses open to them, namely, either to acquiesce loyally and silently in the decision of the responsible authorities, or to resign their positions in the service.

5. I am glad to have had of late more than one opportunity of stating publicly my high appreciation of the loyalty and self-devotion of the Indian Civil Service. Those qualities have never been more conspicuous than during recent years of difficult and anxious labour. But a clear understanding that the rules to which I have referred are in existence, and will be strictly enforced, can only tend to increase the efficiency of that service; and I request that Your Excellency will take such steps as may seem to you advisable to make my views generally known, and to ensure that improprieties, such as that which you have on this occasion thought fit to condone, shall not be repeated in future.

## 115. EMPLOYMENT OF PAID AND UNPAID PROBATIONERS.

*G. O. No. 40, dated 3rd February 1891.*— \* \* \* \* \*

2. .... A paid probationer should not be called a paid probationer or be treated as a paid probationer, if he is given specific duties in a post office. It is always the tendency in an office—whether it be a post office or any other office—to cast the heaviest work on the lowest paid and youngest officer, but that is a tendency that supervising officers are expected to resist. When probationers have been sanctioned by the Director-General, they have been sanctioned as probationers to be available for deputation and not for specific daily duties; and if they have been or are, generally or anywhere, employed on the regular Post Office work, the purpose of their appointment has been wrongly ignored or lost sight of, and the error should be at once corrected.....

4. From what has been said above, it will be understood that it is desired to restrict the number of unpaid probationers to the number actually required to fill vacancies which cannot be filled by paid probationers. It is only by thus restricting the number of unpaid probationers that the evil of having men working as unpaid probationers for from two to six years—as has often happened—can be avoided. It may be that a considerable addition is required in some circles to the number of paid probationers in order to prevent the deputation of an excessive number of clerks, and the consequent employment of an excessive number of unpaid probationers in acting vacancies in head offices; and so long as the restrictions in rule 385 \* of Volume III are strictly adhered to, I shall be quite prepared to entertain proposals to increase the number of paid probationers. The number of paid probationers in each division should, in my opinion, be sufficient for at least half the average number of vacancies.

## 116. EXPLANATION OF THE RULES REGULATING TRANSFERS OF GOVERNMENT OFFICERS TO FOREIGN SERVICE.

*G. O. No. 1, dated 7th April 1899.*— \* \* \* \* \*

*Government of India, Financial Department, Resolution No. 1282-P., dated 20th March 1899.*—RESOLUTION.—The Government of India are frequently asked to sanction the transfer to foreign service of the first or second kind, of officers who have not rendered the prescribed term of qualifying service, and who are not shown to possess such special qualifications as would justify an exception being made in their favour. In some cases the duties to be performed by them on foreign service involve no special responsibility or capacity, and the only apparent cause of their selection for transfer is their own desire to be transferred. The Governor General in Council thinks it desirable to call attention to the principles which regulate the transfer of officers to the service of Native States and public bodies.

2. As explained in Article 805, *Civil Service Regulations*, the Government of India do not lend their own officers to a foreign employer, unless it can be shown that the latter cannot otherwise obtain competent officers, and that political or public considerations require that the foreign employer should be assisted by the Government. Where these conditions are not satisfied, an

\* Rule 439 of the 4th Edition.

officer of the Government, who in his own interests seeks to be transferred to foreign service, must be content to forfeit all claims on the British Government.

3. When, however, the loan of an officer is justifiable on public grounds, a further question arises as to the particular officer to be selected; and on this point the Government of India have laid down the rule that (with certain specified exceptions) the officer chosen shall have had ten years' qualifying service. It is opposed to the policy of Government to incur pensionary liabilities on account of officers who have abandoned their service. In the case, however, of officers who by a substantial term of service prior to transfer have established pensionary claims on the Government, which they cannot without hardship be required to forfeit, the Government accept contributions and undertake a continued responsibility for pension. But they cannot undertake this responsibility as they have been asked to do, on behalf of officers of only three, two, and even one year's service. The limit which is necessarily an arbitrary one, has been fixed at ten years, and it is desirable that this limit should be adhered to in all but clearly exceptional cases, even though its application may occasionally cause some difficulty in obtaining a suitable and willing officer.

4. The Government of India also take the opportunity of referring to another point on which misconceptions have arisen. It occasionally happens, especially in the cases of officers on low pay, that an officer is transferred from pensionable service to foreign service or service under a Local Fund, and the necessity for the payment of contribution is overlooked. Many years afterwards, when he is about to retire, it is found that his claims to pension have been forfeited by an omission of which both he and his superiors were unaware and the Government are asked to accept arrear contributions on his behalf. It is at the same time represented, and correctly, that the case is one of considerable hardship, as the officer may have been transferred as a matter of routine posting, with no increase of pay or other advantage to himself. Again, officers of Government sometimes accept transfer to foreign service on a considerably enhanced salary and pay no contributions. The presumption is that they understood at the time that their service under the foreign employer would not count for pension, but accepted the position in view of the immediate increase of salary. At the end of their service, however, they ask to be permitted to revive their title to pension by the payment of contributions in arrear, or the offer to make such payment is made by the municipality or other body employing them, with the object of rewarding a long period of satisfactory service by the grant of pension.

5. In almost all such cases the Government of India find themselves compelled to refuse the concession asked for. Pension contributions are paid on principles of insurance and would at the present rates be quite insufficient to cover the cost of the pensions ultimately payable if they were not levied till it became certain in each case that a pension would actually fall to be paid—just as no insurance company would agree to a life policy being taken out after the subject of it had actually died. The Government in fact guarantee the payment of an annuity commencing from a certain age and subject to such conditions as continued service and good conduct up to that age. It is a necessary condition of the acceptance by the Government of this liability that the monthly payments necessary to secure the annuity should be regularly made while the various risks involved, such as that of premature death, are still wholly con-

tingent. Nor can the Government accept the view that the grant of pension in such a case is sufficiently justified by the fact of long and efficient service. It is an extremely rare proceeding to declare, as a reward of good service, that an officer's non-pensionable service should count for pension and it does not seem advisable to permit that to be done in the case of foreign service and service under Local Boards which is practically inadmissible in the service of Government.

6. It is important, therefore, that the exact terms on which an officer is transferred should be considered and explained to him at the time the transfer is made. If it is intended that the right to count service for pension should continue, the payment of contributions should commence forthwith, and the officer should be warned that, if contributions are not paid at the time, arrear payments cannot subsequently be accepted except to the limited extent allowed under Article 832 of the *Civil Service Regulations*. The latter Article, it may be noted, applies only to the cases of foreign service of the first and second kinds.

7. Several recent applications have shown that in respect of Article 863 it is necessary to explain that there is no authority for receiving pensionary contributions, arrear or otherwise, from a local body for individual employes selected from among its establishment. The rule in Article 863 of the *Civil Service Regulations* authorises the Local Government to permit the administrators of a Local Fund to contribute for pension from the General Revenues, for the whole of its permanent employes or for any specified classes of them. It is intended that the contributions should be calculated upon the total of the sanctioned salaries of the appointments in respect of which they are paid, without reference to the question whether the particular individuals who at any time hold the appointments are rendering qualifying service or not. The effect of a transfer to service under a Local Fund in the case of any particular individual is, therefore, that his service under the Local Fund will qualify for a pension from General Revenues if the appointment to which he is transferred is one of a class for which contributions are paid, whether his previous service under Government was qualifying or not; but it will not qualify if the appointment does not belong to such a class.

8. Finally, it must be remembered that officers transferred to foreign

\* Article 806 (v), *Civil Service Regulations*.

† Article 806 (iv), *Civil Service Regulations*.

‡ Article 840, *Civil Service Regulations*.

§ Notification of the Government of India in the Home Department, No. 437, dated the 25th July 1893.

Circular of the same Department, No. 9 (Medical), dated the 19th October 1894.

service remain subject to the general disciplinary rules of Government service;\* that they may not receive extra remuneration, whether as increased pay or in any other form, without the sanction of the Government of India or the Local Government as the case may be;† and that no officer whether European, Eurasian or native in service of, or in receipt of a pension from, the British Government may accept a pension or gratuity from the Native State in which he is employed except with the sanction of the Government of India.‡ Accordingly in the case of a medical officer, the rules§ regulating remuneration for attendance on Native Chiefs, Nobles and gentlemen of high position in a Native State continue to apply while, except as provided in the rules last cited, permission is required before an officer who is actu-

ally occupying a Government appointment may undertake any duty on behalf of a Native State for remuneration. If the Native State and the officer concerned are subordinate to the same Local Government, the sanction of the Local Government is sufficient; in other cases the sanction of the Government of India is required. The same principle which forbids an alteration of pay also disallows a substantial change of duty without sanction.

#### 117. NECESSITY FOR PROMPT DISPOSAL OF ENQUIRIES AND COMPLAINTS RELATING TO THE PAYMENT OF MONEY ORDERS.

*G. O. No. 14, dated 21st July 1899.*— \* \* \* \*

I wish to ask the special attention of the heads of circles to the great importance of insisting on the prompt disposal of enquiries and complaints relating to the payment of money orders. I have lately had before me a case in which it was found necessary to order the refund of the amount of a telegraphic money order nearly two years after it had been wrongly paid, in circumstances which might have been cleared up in two months, and more recently, again, I have had another case before me in which more than three months were allowed to elapse before the sender of a telegraphic money order was informed that

\* Rule 710, Volume I, the order in question was lying unpaid at the office  
8th edition, of payment. In this latter case the clear instructions  
Rule 550, Volume II, on the subject contained in the marginally-noted\*  
7th edition, rules of the *Manual* had been altogether neglected.

2. No branch of postal work commands a wider popularity than the money order system, and in order to retain the confidence of the public it is essential that every genuine case of complaint of mispayment, or delay in the payment of a money order should be dealt with promptly and thoroughly. The danger of routine enquiries is especially great in such cases, and much can be done—much is being done already in some circles—by a watchful control on the part of the head of the circle to minimise this danger. I feel sure that the matter will now receive the special attention which it deserves, but it should be remembered that it is only by constantly looking into the facts of individual cases, as they occur, that the proper disposal of complaints of this class can be ensured.

#### 118. DISTRIBUTION OF PUBLICATIONS AND PRINTED WORKS ISSUED FROM THE DIRECTOR-GENERAL'S OFFICE.

*G. O. No. 18, dated 12th August 1899.*— \* \* \* \*

In continuation of this office circular No. 30/24, dated the 12th August 1899, the following further instructions are given for the information and guidance of heads of circles and stock depôts on the subject of the distribution of publications issued from the Directorate. A list is also appended showing the publications now issued and the officials to whom they are, or should be, supplied.

2. All the copies of any of the publications (numbered 1 to 78) mentioned in the appended list which are required by a circle will be sent, with an invoice, to its stock depôt for distribution in accordance with lists to be furnished to

the latter by the head of the circle. Copies of these lists should be also sent to the Directorate. In the case, however, of certain publications, a preliminary supply will be made direct from this office as described in the circular referred to above. The despatch of these preliminary supplies will, as explained in that circular, be advised in every instance (except in the case of *Lists of corrections* and circulars) by means of a postal service reply-postcard addressed to the officers concerned, who will retain the *advice* half and post the other, or *acknowledgment* half, duly completed to the manager of the stock dépôt of the circle. All the advices in respect of a publication issued to a circle will bear the same number as that assigned to the invoice with which the balance of the copies of the same publication are sent to the circle stock dépôt. The manager should watch for the receipt of the acknowledgments, and action should be taken (under the general or special orders of the head of the circle) in every instance in which an acknowledgment is not received or is delayed in receipt.

3. Besides the publications enumerated in the appended list, there are some others issued from the Directorate which are supplied to none but heads of circles\* or to the heads of certain circles only,† or to the latter as well as to some particular offices or officers.‡ These publications will be, in future, sent with a transmitting letter in each case to the heads of the circles concerned for themselves and for distribution, when necessary, to the offices and officers affected.

\* e.g., *Public Works Department Code*, etc.

† e.g., *Administration Report on the Railway in India*, etc.

‡ e.g., *Foreign Post sorting lists*, etc.

4. The despatch of any publication sent from this office to the stock dépôt will be advised by an invoice showing the full number due to the circle and the number (if any) despatched direct from this office as preliminary supplies; in the latter case, the number remaining due to the circle will also be shown. The invoices will be numbered in a consecutive annual series for each stock dépôt, and a blank invoice, closing each series, will be issued on the 31st March of every year. In the case of publications sent in more than one instalment, with each instalment, except the last, a numbered memo. will be enclosed bearing the words "Further supply will follow," and the memo. accompanying the final instalment, completing the supply, will bear a remark to that effect.

5. The copies of a publication received by a stock dépôt should be issued by it in accordance with the list supplied to it by the head of the circle, the issues being in all cases accompanied by invoices. When a publication is issued from the stock dépôt, the number advised in each case should include any copies of the same publication that may have been sent as a preliminary supply from the Directorate to the officers concerned, as shown in the distribution list in respect of that publication furnished to the stock dépôt by the head of the circle in accordance with the next paragraph.

6. The instructions in this G. O. will be brought into force from the 1st October 1899, and it is requested that heads of circles will kindly now prepare and forward to this office, in the accompanying forms—

- (a) a consolidated statement, showing the number of copies of each of the publications (numbered 1 to 76), mentioned in the appended list, required for his circle;



- (b) a distribution list, showing in respect of each of the publications of which preliminary supplies will be made from the Directorate, the designations and head-quarters of the officers to whom copies are to be issued, and the number to be sent to each.

7. Whenever any change is necessary in the statement, or in any of the distribution lists, a revised statement, or lists, or both (as the case may require), should be forwarded to the Directorate and to the stock depôt to be substituted for the one previously in force. The statement and lists now called for, as well as any that may be hereafter sent to the Directorate, should be type-written in the case of those circles to which type-writers have been supplied.

8. As regards the *Annual return of establishment* (form A/c-28), with *Detailed statement* (form A/c.-28a)—which are forms and are, therefore, consumed from time to time, the number shown in the statement should represent the estimated requirements during a year, and this number should be applied for when the previous supply needs replenishing. Applications for further supplies of these forms should be made through the head of the circle, in accordance with paragraph 4 of this office circular No. 30/24, dated the 12th August 1899, and in sufficient time to allow of a fresh supply being obtained before the previous supply is exhausted.

9. Should it be found necessary at any time to issue preliminary supplies of any publication other than those mentioned in the list under paragraph 3 of the circular just cited, the procedure therein described will be followed, except that in such cases a list will be sent to the stock depôt showing the officers to whom supplies have been made and the number sent to each.

### List of publications issued from the Directorate.

[N.B.—The title is printed in *italics* in each case.]

<i>Title of publication.</i>	<i>To whom supplied.</i>
(1-2) <i>Post Office Manual</i> , Volume I ( <i>Head Office Hand-book</i> ), and <i>Lists of corrections</i> to the same.	Supervising officers, head offices, record offices, stock depôts and dead letter offices.
(3-4) <i>Post Office Manual</i> , Volume II ( <i>Sub-Office Hand-book</i> ), and <i>Lists of corrections</i> to the same.	Supervising officers, head offices, sub-offices, record offices, stock depôts and dead letter offices.
(5-6) <i>Post Office Manual</i> , Volume III ( <i>Supervising Officers' Hand-book</i> ), and <i>Lists of corrections</i> to the same.	Supervising officers, head offices, head record offices, stock depôts and dead letter offices.
(7-8) <i>Post Office Manual</i> , Volume IV ( <i>Railway Mail Service Hand-book</i> ), and <i>Lists of corrections</i> to the same.	Supervising officers, head offices, record offices, stock depôts and dead letter offices.
(9-10) <i>Post Office Manual</i> , Volume V ( <i>Appendices</i> ), and <i>Lists of corrections</i> to the same.	Supervising officers, head offices, sub-offices, combined branch offices, record offices, stock depôts and dead letter offices.

# List of publications issued from the Directorate—*contd.*

[N.B.—The title is printed in *italics* in each case.]

<i>Title of publication.</i>	<i>To whom supplied.</i>
(11-20) Pamphlets of the rules comprising each of the following chapters extracted from the <i>Post Office Manual</i> , Volume I:— <i>Chapter 3—Mail Department.</i> " 4— <i>Sorting</i> " " 5— <i>Delivery</i> " " 6— <i>Deposit</i> " " 7— <i>Registration</i> " " 8— <i>Parcel</i> " " 9— <i>Sub-account</i> " " 10— <i>Money order</i> " " 11— <i>Savings bank</i> " " 12— <i>Accounts</i> "	All head offices.
[N.B.—See Note 1 at the end of this list.]	
(21-22) Pamphlet of the <i>Rules for Branch Offices</i> extracted from the <i>Post Office Manual</i> , Volume II, and <i>Lists of corrections</i> to the same.	All branch offices in the charge of English-knowing branch postmasters.
(23-24) Pamphlet of the rules comprising the following chapters extracted from the <i>Post Office Manual</i> , Volume III, and <i>Lists of corrections</i> to the same:— <i>Chapter 5—Overseers.</i> " 6— <i>Investigations.</i> " 7— <i>Appointments.</i> " 8— <i>Leave, pensions and gratuities.</i> " 9— <i>Punishments.</i>	Sub-offices and record offices (other than head record offices).
(25-26) Pamphlet of the rules regarding Dead Letter Offices extracted from <i>Post Office Manual</i> , Volume III (Chapter 12), and <i>Lists of corrections</i> to the same.	All dead letter office clerks.
(27-28) Pamphlet of the <i>Rules for receiving offices for telegrams</i> extracted from <i>Post Office Manual</i> , Volume V ( <i>Appendix No. 11</i> ) and <i>List of corrections</i> to the same.	Such branch offices as are specially authorised by the Postmaster-General to receive inland telegrams for transmission to a telegraph office.
29-30) Pamphlet of the <i>Rules for the treatment of Mobilization and Reservist covers</i> , extracted from <i>Post Office Manual</i> , Volume V ( <i>Appendix No. 4</i> ), and <i>Lists of corrections</i> to the same.	All branch offices in charge of branch postmasters who know English.
(31-32) Pamphlet of the <i>Rules for sets</i> extracted from the <i>Post Office Manual</i> , Volume IV, and <i>Lists of corrections</i> to the same.	Record offices for issue to the sets attached to them.

List of publications issued from the Directorate—*contd.*

<i>Title of publications.</i>	<i>To whom supplied.</i>
(33) <i>Quarterly List of Indian Post Offices.</i>	Supervising officers, stock depôts, dead letter offices, head offices, sub-offices, branch offices in the charge of English-knowing branch postmasters, and record offices for themselves and for sets of sorting sections attached to their offices.
(34) <i>Compendium of Postal Information.</i>	Supervising officers, head offices and head record offices.
(35-36) <i>Route List and Supplement to the same.</i>	
(37-38) <i>Foreign Post Manual, and Lists of corrections to the same.</i>	
(39-40) <i>Principal Convention of Rome, and Lists of corrections to the same.</i>	Heads of circles, Superintendents and offices of foreign exchange.
(41-42) <i>Parcel Post Convention of Rome, and Lists of corrections to the same.</i>	Ditto ditto.
(43-44) <i>Arrangement concerning the exchange of letters and boxes with value declared, and Lists of corrections to the same.</i>	Ditto ditto.
(45) <i>Indian Postal Guide.</i>	Supervising officers, head offices, sub-offices and such branch offices and mail offices as the head of the circle may select.
(46) Pamphlet of the <i>Rules for the guidance of depositors in Post Office savings banks.</i>	All post offices authorised to transact savings bank business.
[N.B.—This pamphlet is issued only when any important change is made in these rules.]	
(47) <i>Abstract of Postal information (pamphlet).</i>	Branch postmasters, postmen, and village postmen who are not furnished with the <i>Postal Guide</i> .
(48) <i>Field Service Regulations—Postal.</i>	Supervising officers, head offices, sub-offices, record offices, stock depôts and dead letter offices.
(49) <i>Abstract of Postal Information (sheet notice).</i>	All post offices and mail offices.
(50) <i>Hours of business (notice).</i>	All post offices and mail offices.
(51) <i>Hours of despatch and delivery of mails (notice).</i>	All post offices and mail offices.
(52) <i>Tables of parcel rates (loose and mounted on card-board).</i>	All post offices.
(53-54) <i>Telegraph Traffic Code, and Correction memos. to the same.</i>	Supervising officers and combined offices.
(55-56) <i>Code Names of offices, and Correction memos. to the same.</i>	Ditto ditto.
(57) <i>Indian Telegraph Guide.</i>	Supervising officers, head offices, combined offices and such other offices as the head of the circle may select.
(58) <i>Supplement to the Indian Telegraph Guide.</i>	
(59-60) <i>Civil Service Regulations with Appendices, and Addenda and Corrigenda to the same.</i>	
(61-62) <i>Abstract of the Civil Service Regulations and Corrections and Additions to the same.</i>	Heads of circles, Superintendents, head offices and head record offices.
(63-64) <i>Supplementary Standing Orders of the Director-General of the Post Office of India with List of corrections to the same.</i>	Ditto ditto.

List of publications issued from the Directorate—*contd.*

<i>Title of publications.</i>	<i>To whom supplied.</i>
(65-66) <i>Code of Criminal Procedure and Amending Acts</i> to the same (when enacted).	Heads of circles, Superintendents, Supernumerary Inspectors and Presidency postmasters.
(67-68) <i>Indian Penal Code and Amending Acts</i> to the same (when enacted).	
(69-70) <i>Indian Evidence Act and Amending Acts</i> to the same (when enacted).	
(71) <i>List of Officers in the Post Office.</i>	Heads of circles, Presidency postmasters, Superintendents and other officers whose maximum pay is Rs200 a month and upwards.
(72) <i>Director-General's Annual Report.</i>	Heads of circles, Superintendents and 1st class postmasters.
(73) <i>L' Union Postale.</i>	Heads of circles and subscribers to the journal.
(74-75) <i>Annual return of establishment</i> (form A/c.-28), with <i>Detailed statement</i> (form A/c.-28a).	Heads of circles, head offices and head record offices.
(76) <i>Tables of conversion</i> (curd).	All post offices.
(77) Book of inland sent message forms (A).	Combined offices selected by the Postmaster-General.
(78) Book of inland sent message forms with counterfoils (A.-1).	Ditto.

NOTE 1.—For every copy supplied of a work to which *Lists of corrections, Correction memos.*, etc., are issued, a copy of each *List, Memo.*, etc., in respect of it should be supplied. In the case of the several pamphlets comprising chapters 3 to 12 extracted from the *Post Office Manual*, Volume I, in respect of which separately printed *Lists of corrections* are not published, an additional copy of every *List of corrections* to the complete volume should be supplied to each head office, and this list should be cut up and pasted into the pamphlets in question.

NOTE 2.—The following publications are compiled and distributed as shown below by the office mentioned in each case; the Directorate should not, therefore, be addressed in respect of these publications:—

I.—*By Comptroller, Post Office.*

(a) <i>History of services</i> of Gazetted and other postal officers.	All officers whose names are included in the <i>History</i> .
(b-c) <i>Account Manual for Postmasters</i> , and <i>List of corrections</i> to the same.	Supervising officers, head offices, head record offices, stock depôts, and dead letter offices.
(d-e) <i>Civil Account Code</i> , and <i>Lists of corrections</i> to the same.	Heads of circles.

II.—*By Superintendent, Postal Workshop and Press, Aligarh.*

(f) <i>Catalogue</i> of articles manufactured.	Heads of circles, Superintendents, head offices, stock depôts and dead letter offices.
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III.—*By the heads of the circles mentioned in column 2 of the table given under rule 565 of the "Post Office Manual," Volume III, 4th edition.*

Vernacular translation of the following:—

- (g-h) Pamphlets of the rules forming *Chapters 13 and 14—Postmen, village postmen, mail peons, letter-box peons and packers*, extracted from the *Post Office Manual*, Volumes I and II, respectively, and *List of corrections* to the same.

Head, sub and branch offices for issue to postmen, village postmen, mail peons, letter-box peons, and packers attached to the offices.

### List of publications issued from the Directorate—concl'd.

III.—By the heads of the circles mentioned in column 2 of the table given under rule 565 of the "Post Office Manual," Volume III, 4th edition—concl'd.

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| (i) Pamphlet of the <i>Rules for the treatment of Mobilization and Reservist covers</i> , extracted from <i>Post Office Manual</i> , Volume V (Appendix No. 4), and <i>Lists of corrections</i> to the same. | Branch offices in charge of branch postmasters who do not know English, and head, sub and branch offices for issue to village postmen. |
| (j-k) Pamphlet of the <i>Rules of Branch Offices</i> extracted from the <i>Post Office Manual</i> , Volume II, and <i>Lists of corrections</i> to the same.  | Branch offices in charge of branch postmasters who do not know English.  |
| (l-m) Pamphlet of the rules forming <i>Chapter 5—Overseers</i> , extracted from the <i>Post Office Manual</i> , Volume III, and <i>Lists of corrections</i> to the same.                                     | Overseers.   |
| (n) Pamphlet of the <i>Rules for the guidance of depositors in Post Office savings banks</i> .   | All post offices authorised to transact Savings Bank business.   |
| (o) <i>Abstract of Postal Information</i> (pamphlet).  | All post offices.  |
| (p) <i>Abstract of Postal Information</i> (sheet notice).  | All post offices.  |
| (q) <i>Hours of business</i> (notice).   | All post offices.  |
| (r) <i>Hours of despatch and delivery of mails</i> (notice).   | All post offices.  |

*CONSOLIDATED STATEMENT of publications and printed works required by the Circle.*

Corrected up to

19 .

(Submitted with letter No.

, dated

, from the

to the Director-General of the Post Office.)

TITLE OF PUBLICATION OR WORK.	Total number required for the circle (including 20 per cent. on actual requirements for reserv. stock).	Number to be issued as preliminary supplies.	Balance, being number to be supplied to the circle stock depôt.	REMARKS.
<i>N.B.</i> —The titles of publications and works of which preliminary supplies are issued direct from the Directorate are printed in italics.				
(1) <i>Post Office Manual, Volume I.</i>				
(2) <i>Lists of corrections to ditto</i>				
(3) <i>Post Office Manual, Volume II.</i>				
(4) <i>Lists of corrections to ditto</i>				
(5) <i>Post Office Manual, Volume III.</i>				
(6) <i>Lists of corrections to ditto</i>				
(7) <i>Post Office Manual, Volume IV.</i>				
(8) <i>Lists of corrections to ditto</i>				
(9) <i>Post Office Manual, Volume V.</i>				
(10) <i>Lists of corrections to ditto</i>				
(11) Chapter 3 of <i>Post Office Manual, Volume I.</i>				
(12) Chapter 4 of ditto				
(13) Chapter 5 of ditto				
(14) Chapter 6 of ditto				
(15) Chapter 7 of ditto				
(16) Chapter 8 of ditto				
(17) Chapter 9 of ditto				
(18) Chapter 10 of ditto				
(19) Chapter 11 of ditto				
(20) Chapter 12 of ditto				
(21) Rules for Branch Offices				
(22) Lists of corrections to ditto				
(23) Chapters 5, 6, 7, 8, and 9 of <i>Post Office Manual, Volume III.</i>				
(24) Lists of corrections to ditto				
(25) Chapter 12 of <i>Post Office Manual, Volume III.</i>				
(26) Lists of corrections to ditto				
(27) Rules for Sets extracted from the <i>Post Office Manual, Volume IV.</i>				
(28) Lists of corrections to ditto				
(29) Appendix 4 to <i>Post Office Manual, Volume V.</i>				
(30) Lists of corrections to ditto				
(31) Appendix No. 11 of <i>Post Office Manual, Volume V.</i>				
(32) Lists of corrections to ditto				
(33) <i>Foreign Post Manual</i>				
(34) Lists of corrections to ditto				
(35) <i>Principal Convention of Rome.</i>				
(36) Lists of corrections to ditto				

TITLE OF PUBLICATION OR WORK.	Total number required for the circle (including 20 per cent. on actual requirements for reserve stock).	Number to be issued as preliminary supplies.	Balance, being number to be supplied to the circle stock depot.	REMARKS.
<i>N.B.</i> —The titles of publications and works of which preliminary supplies are issued direct from the Directorate are printed in italics.				
(37) Parcel Post Convention of Rome.				
(38) Lists of corrections to ditto .				
(39) Arrangement concerning the exchange of letters and boxes with value declared.				
(40) Lists of corrections to ditto .				
(41) <i>Indian Postal Guide</i> { Official . Sale .				
(42) Rules for the guidance of depositors in Post Office savings banks.				
(43) Abstract of Postal Information (pamphlet).				
(44) Abstract of Postal Information (sheet notice).				
(45) Field Service Regulations—Postal.				
(46) Hours of business (notice) .				
(47) Hours of despatch and delivery of mails (notice).				
(48) Tables of parcel rates (loose and mounted on card-board).				
(49) Tables of conversion (loose and mounted on card-board).				
(50) † Telegraph Traffic Code .				
(51) † Correction memos. to ditto .				
(52) † Code Names of offices .				
(53) Correction memos. to ditto .				
(54) Abstract of Civil Service Regulations.				
(55) Corrections and additions to ditto.				
(56) <i>Indian Telegraph Guide</i> .				
(57) Supplement to ditto .				
(58) Supplementary Standing Orders of the Director-General of the Post Office of India.				
(59) Lists of corrections to ditto .				
(60) * Civil Service Regulations, with Appendices.				
(61) Addenda and corrigenda to ditto				
(62) * Code of Criminal Procedure .				
(63) * Amending Acts to ditto .				
(64) * Indian Penal Code .				
(65) * Amending Acts to ditto .				
(66) * Indian Evidence Act .				
(67) * Amending Acts to ditto .				
(68) List of Officers in the Post Office.				
(69) <i>Director-General's annual report.</i>				
(70) * L'Union Postale .				

\* No copies of this work are supplied for reserve stock.

† Five per cent. on actual requirements of this work are supplied for reserve stock.

TITLE OF PUBLICATION OR WORK.	Total number required for the circle (including 20 per cent on actual requirements for reserve stock).	Number to be issued as preliminary supplies.	Balance, being number to be supplied to the circle stock depôt.	REMARKS
<i>N.B.</i> —The titles of publications and works of which preliminary supplies are issued direct from the Directorate are printed in italics.				
(71) Book of inland sent message forms (A).				
(72) Book of inland sent message forms with counterfoils (A.-1).				
(73) Quarterly List of Indian post offices.				
(74) Compendium of Postal Information.				
(75) Route List . . . . .				
(76) Supplement to ditto . . . . .				
<i>Directorate circulars bearing single Nos.</i>				
<i>Postal Notices accompanying ditto.</i>				
<i>Directorate circulars bearing double Nos.</i>				
<i>Postal Notices accompanying ditto.</i>				
<i>Directorate circulars bearing B. O. Nos.</i>				
<i>Postal Notices accompanying ditto.</i>				











119. DISTRIBUTION OF PUBLICATIONS AND PRINTED WORKS ISSUED FROM THE DIRECTOR-GENERAL'S OFFICE.

*Circular No. 30/24, dated 12th August 1899.*— \* \* \* \*

Some diversity of procedure obtains at present as to the manner of distributing the several publications and other printed works issued from the Directorate, with the result that this office is involved in a considerable amount of petty correspondence which might be avoided were a uniform method of distribution adopted.

2. It has, accordingly, been decided to introduce the system described below, with effect from the 1st October 1899, and to apply it to the publications which are now issued from the Directorate, as well as to any others that may hereafter be issued.

3. The general rule will be that all the copies of a publication, etc., required by a circle will be sent, with an invoice, to its stock depôt for distribution in accordance with lists to be furnished to the latter by the head of the circle. As an exception to this rule, however, and in order to accelerate the distribution of the publications named below, which, it is desirable, should be in the hands of certain officers as early as possible, a preliminary supply will be made direct from this office, as shown against each of the publications in question. The despatch of these preliminary supplies will be advised in every instance (except in the case of *Lists of corrections* and circulars) by means of a postal service reply-postcard (in the accompanying form) addressed to the officers concerned, who should retain the *advice* half and at once detach and post the other, or *acknowledgment* half, duly completed, to the manager of the stock depôt of the circle. The manager will watch for the receipt of the acknowledgments, and action will be taken in every instance in which an acknowledgment is not received or is delayed in receipt. No advices will be issued in respect of circulars or of *Lists of corrections*: nor will the latter be issued, in future, as enclosures to circulars. The fact that certain *Lists of corrections* to the *Manual* (including the *Foreign Post Manual*) have been published will be notified, as heretofore, by circular; but the *Lists* themselves will be separately issued.

*List of publications referred to above, of which a preliminary supply will be issued direct from the Directorate.*

- (a) *Post Office Manual*, Volume I (whenever republished) and *Lists of corrections* to the same (when issued):—to each head of a circle—two copies; to each Superintendent—one copy; to each head office—one copy of the volume and two copies of each *List*.

NOTE.—The second copy of the *List* sent to a head office is intended for the correction of the several pamphlets comprising chapters 3 to 12 extracted from the volume.

- (b) *Post Office Manual*, Volume II (whenever republished) and *Lists of corrections* to the same (when issued):—to each head of a circle—two copies; to each Superintendent—one copy; to each head

office—in the number of one copy for itself and one for each of its sub-offices.

NOTE.—When the number of copies of the volume to be supplied to a head office exceeds 5, they will be put up in packets of that number and despatched in accordance with the procedure described in Note 3 under clause (f) below.

- (c) *Post Office Manual*, Volume III (whenever republished) and *Lists of corrections* to the same (when issued):—to each head of a circle—two copies; to each Superintendent—one copy; to each head office and head record office—one copy.
- (d) *Post Office Manual*, Volume IV (whenever republished) and *Lists of corrections* to the same (when issued):—to each head of a circle—two copies; to each Superintendent—one copy.
- (e) *Post Office Manual*, Volume V (whenever republished) and *List of corrections* to the same (when issued):—to each head of a circle—two copies; to each Superintendent—one copy; to each head office—one copy.
- (f) *Postal Guide* (whenever republished):—to each head of a circle—5 copies; to each head office—in the number of 5 copies for itself and one for each of its sub-offices, *but see Note 2 below*.

NOTE 1.—The distribution of the copies of the *Guide* sent to a head office for its sub-offices should not be delayed pending the receipt of the usual invoice from the stock depôt, but should be made at once, an acknowledgment for the copy issued to each sub-office being obtained by the head office.

NOTE 2.—Special arrangements have been made for the *preliminary* supply of a small number of “sale” copies of the *Guide* to the following important head offices:—

Agra, Ahmedabad, Allahabad, Bangalore, Bombay, Calcutta, Cawnpore, Dacca, Delhi, Karachi, Lahore, Lucknow, Nagpur, Madras, Poona, Rangoon, Rawalpindi and Simla.

NOTE 3.—When the number of copies of the *Guide* to be supplied to a head office exceeds 10, they will be put up in packets of that number, the remainder (if any) forming the final packet. Each packet will be lettered in order, thus,—“A,” “B,” etc., and to this letter will be added a No. showing how many packets the despatch consists of; thus, if three packets are sent, they will be marked, respectively, “A<sub>3</sub>,” “B<sub>3</sub>,” “C<sub>3</sub>,” and the advising postcard will be placed in the last packet.

- (f<sup>1</sup>) *Telegraph Guide* (whenever republished):—to each head of a circle—2 copies; to each Superintendent—one copy for himself and one for each of his Inspectors; to each head office—one copy for itself and one for each of its subordinate offices which are combined offices.

NOTE 1.—The distribution of the copies of the *Guide* sent to a head office for its subordinate offices which are combined offices should not be delayed pending the receipt of the usual invoice from the stock depôt, but should be made at once, an acknowledgment for the copy issued to each combined office being obtained by the head office.

NOTE 2.—Note 3 under clause (f) applies also to the *Telegraph Guide*.

- (g) *Directorate circulars* (when issued):—to each head of a circle, as many copies as he may desire; and to each head office for itself and its sub and branch offices, and if the head office is at the head-quarters of the postal division, also for the supervising officers of the division in the number required—according to lists to be supplied to the Directorate by heads of circles.

NOTE.—Circulars to be communicated to sub-offices bear two Nos., one above the other, thus—“No. <sup>108</sup>/<sub>92</sub>”, and those to be communicated to branch offices bear, in addition, a special entry at the upper left-hand corner, thus—“(B. O. No. 10).”

- (h) *Director General's Annual Report* :—to each officer by name mentioned in the section headed “ Notice of Post Office officials ” —one copy.

NOTE.—These are personal copies, and the fact that an officer has been sent one should not be held to debar him from receiving the usual official copy if he is among the officers to whom the publication is supplied.

4. All other publications and printed works required by a circle, as well as the balance remaining due of those mentioned in the list under the preceding paragraph, will be sent—in instalments, if necessary—to its stock dépôt for distribution in accordance with lists to be supplied to the latter by the head of the circle. In addition to the number actually needed, 20 per cent. of this number will be sent for stock, wherefrom further demands, from whatever cause arising, should be met by the stock dépôt. *It is only when this spare stock of any publication or work in the stock dépôt needs replenishing that application should be made, through the head of the circle, for a further supply ; otherwise, all correspondence in respect of a publication after its issue by the Directorate should be conducted with the stock dépôt.*

5. The copies of a publication received by a stock dépôt should be issued by it in accordance with the list supplied to it by the head of the circle, the issues being in all cases accompanied by invoices. When a publication is issued from the stock dépôt, the number advised in each case should include any copies of the same publication that may have been sent as a preliminary supply from the Directorate to the officers concerned.

6. Should it be necessary at any time to issue preliminary supplies of any publication other than those mentioned in the list under paragraph 3, the procedure therein described will be followed.

#### 119A. CARE TO BE TAKEN IN CLASSIFYING TELEGRAMS AS ON POSTAL SERVICE.

*G. O. No. 20, dated 17th August 1899.*— \* \* \* \*

I find it necessary to ask the attention of heads of circles and supervising officers to the necessity of looking closely to the classification of telegrams sent by them on service. It appears from messages which have been shown to me by the Director-General of Telegraphs, that some laxity prevails, especially in respect of messages relating to travelling and lodging arrangements.

2. It may not be easy to lay down a definite line of demarcation in these cases ; but a little consideration will always show whether a message can properly be classified as being on service. A message, for instance, from an officer on tour communicating an inevitable change in a programme or date of arrival would clearly be an official message, but instructions as to ordering meals or providing conveyances to meet officers at railway stations, and requests to be put up at places of destination, all relate to personal or private arrangements and cannot be made the subject of service messages.

3. I am personally conscious that the matter is one in which we are all a little inclined to be lax, and I shall be much obliged if heads of circles will take steps to ensure that no real cause of complaint shall be given to the Telegraph Department in future.

**120. JUDGMENTS OF ACQUITTAL AND ORDERS OF DISCHARGE TO BE SUPPLIED FREE OF CHARGE ON THE APPLICATION OF THE HEAD OF A DEPARTMENT.**

**G. O. No. 29, dated 2nd October 1899.—** \* \* \* \*

*Government of India, Home (Judicial) Department, Resolution No. 1248—64, dated 31st August 1899 [communicated to Director-General under Financial Department endorsement No. 4297-S. R., dated 19th September 1899].*

\* \* \* \* \*

2. The Governor General in Council is therefore pleased to direct that the existing practice of supplying free of charge to the Head of the Department concerned copies of judgments convicting Government officers of criminal offences shall be continued and that in future copies of judgments of acquittal and orders of discharge shall also be supplied free of charge on the application of the Head of the Department.

**121. PAMPHLET FORM OF RULES FOR GUIDANCE OF DEPOSITORS TO BE PRINTED FROM STANDING TYPE IN INDIAN POSTAL GUIDE.**

**G. O. No. 37, dated 10th January 1900.—**\* \* \*

Hitherto the Rules for the guidance of depositors in the Post Office Savings Banks, required in connection with rule 18 of those rules have been issued in the shape of a small pamphlet, and this pamphlet has been revised and reset up in type from time to time at irregular intervals. As, however, the same rules, corrected up to date, appear in every edition of the *Indian Postal Guide*, and as the type of the *Guide* is kept standing, it has been decided that the copies of the rules to be given to intending depositors should in future be printed from this standing type.

2. The copy of the Rules for the guidance of depositors in Post Office Savings Banks will, therefore, consist in future of a pamphlet of a little over a dozen pages of the size of the pages of the *Guide* and a fresh edition of the pamphlet will be issued only when any change of importance has been made in the rules.

**123. COMMUNICATION OF POSTAL OFFICERS WITH THE PRESS IN EXPLANATION OR DEFENCE OF THEIR OFFICIAL CONDUCT.**

(See also S. O. 49 and 64.)

**Circular No. 68, dated 4th February 1901.—**\* \* \*

2. The Government of India have now decided that the Director-General shall be considered the Local Government, in respect of officers of the Post Office, within the meaning of the Home Department letter now circulated, and



the previous letter of that Department No. 30 (Public) 1676-1685, dated the 5th September 1890 [S. O. No. 49].

3. In the past there have been cases of not unfrequent occurrence in which heads of circles have been attacked in the press in respect of their official action and in which it has been desirable that an explanation should be given to the public. In future, before the editor of a newspaper is addressed in such cases, the facts should be reported shortly and clearly to me for orders.

*Government of India, Home Department, circular letter (extract) No. 1365—74, dated 29th May 1900 [communicated to the Director-General, Post Office, under Financial Department endorsement No. 2912-Gl., dated 18th June 1900].*

In Home Department circular letter No. 30-Public—1676-1685, dated the 5th September 1890 [S. O. No. 49] it was laid down that, without obtaining the authorisation of the Government to which he is immediately subordinate, no officer of Government is permitted to have recourse to the courts for the vindication of his public acts, or of his character as a public functionary, from defamatory attacks, as it is for the Government to decide in each case whether the institution of proceedings is necessary or expedient. There is also the rule of the service, stated in paragraph 2 of Home Department Resolution of 3rd June 1885 [S. O. No. 64], that no officer of Government, not specially authorised in that behalf, is at liberty to communicate to the press either directly or indirectly, information of which he may become possessed in the course of his official duty.

2. Neither of these orders prohibits, except indirectly and by implication, the communication of officers with the public press in explanation or defence of their official conduct. The Governor General in Council, who holds that such action should not be permitted without official sanction, has accordingly decided to issue explicit instructions forbidding any officer of Government to communicate with the press in respect of his official conduct or acts without the prior consent in writing of the Local Government which he serves.

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**124. WHEN ROAD MILEAGE MAY BE DRAWN BY POSTAL OFFICIALS TO AND FROM A RAILWAY STATION.**

*Circular No. 15—15, dated 28th May 1901.*—Under existing orders postal officers who travel by railway are prevented from drawing road mileage for the distance between the railway station at which they enter or leave the train and the chief public office of the place at which the journey begins or ends unless the distance exceeds five miles.

2. It has now been decided with the sanction of the Government of India, that the limit of five miles mentioned above shall be reduced to one milé. In other words, road mileage may not be drawn unless the distance between the railway station and the chief public office exceeds one mile. This ruling will have effect from this date.

125. INSTRUCTIONS FOR THE PROMPT ADJUSTMENT OF ITEMS HELD  
UNDER OBJECTION.

**Circular No. 31, dated 25th June 1901.**—From reports received from the Comptroller, Post Office, it appears that, notwithstanding the clear rules in the *Post Office Manual*\* and the detailed instructions issued by the Comptroller,† long and unnecessary delay frequently takes place in carrying out the orders in objection statements and in the intimations issued in certain cases in advance of objection statements.

\* Rules 887, 888 and 889 of *Post Office Manual*, Volume I, and rule 123 of *Post Office Manual*, Volume III.

† Paragraphs 19 to 40 of *Account Manual for Postmasters*.

2. I must, therefore, call the attention of all concerned to the necessity for greater promptness in the adjustment of items placed under objection and in replying to objection statements. The following instructions should be carefully observed :—

- I. Except in cases involving fraud or robbery and other very exceptional circumstances the postmaster must adjust an item under objection within *seven days* from the date of receipt of the objection statement by him when the item under objection is due to any irregularity on the part of his own office.
- II. If the objection is due to an irregularity on the part of a sub-office and the sub-postmaster fails to carry out the instructions issued by the postmaster for the adjustment of a particular item, the matter should be at once reported by the head postmaster to the superintendent, and under the superintendent's orders the amount retrenched should ordinarily be recovered from the sub-postmaster's next salary, the deduction being subject to a maximum of one-third of the salary.
- III. In cases in which retrenchments are made against the personal claim of an officer who prepares his own salary bills—whether the claim was on account of salaries and fixed allowances, travelling allowance, or advances for the officer's personal use—the deduction must be made by the officer himself in the *next* bill presented by him. If he fails to make the deduction, the postmaster, to whom a copy of the audit officer's orders will have been sent, must make it when the bill is presented (the class of bill being immaterial). If the postmaster fails to make the deduction, he will be held personally responsible.
- IV. In all cases of loss arising through fraud, robbery, or accident the head of the circle should pass early orders so that the amount may be adjusted without delay. The matter should, in every case, be settled within three months either by recovery from the persons at fault, where this is possible, or by addressing the Director-General to write-off the amount either against the guarantee fund or against the Department, any subsequent recoveries being credited against the loss which was written off in the first instance.
- V. Every objection statement received must be dealt with *personally* by the postmaster, unless he is authorised by a general or special order to make it over to the deputy postmaster or other officer. In

a small office, the postmaster should keep the objection statements in his own hands and collect the information, etc., necessary for replies. In a large office he should keep the carbonic copy of each objection statement and make over only the pencil copy to the appropriate clerk for the purpose of collecting the required information. In every case the date of receipt in the post office should be noted by the postmaster on both copies of the objection statement and the postmaster must see that suitable steps are immediately taken to clear the objections and that the objection statements (carbonic copies) are returned with complete and appropriate replies at the earliest moment possible. The pencil copies of all objection statements should, after disposal, be filed in guard books one for each of the four classes of objection statements (Gazetted Audit, Money order, Savings Bank, and Postal Accounts).

VI. When verifying the accounts superintendents and inspectors will state (after the answer to question 16) what objection statements (with their dates) are in the office unanswered, and whether the objections on those statements have all been dealt with as far as practicable.

3. This opportunity is taken to draw special attention to the rules of the *Post Office Manual*\* which forbid the incurring of certain charges without proper sanction. Disregard of these rules leads to the issue of objection statements thus causing an unnecessary increase of work in the Comptroller's Office and in post offices.

\*Note 2 to rule 903 and paragraph III of rule 933 of *Post Office Manual*, Volume I.

## 126. PUNKHAS AND PUNKHAWALAS FOR SUPERINTENDENTS.

[See also S. O. 151.]

**G. O. No. 8, dated 26th June 1901.**—Under Standing Order No. [151] on the subject of the employment of punkhawalas by superintendents during the hot weather, in parts of the country where punkhas are ordinarily used, a superintendent is allowed at present to employ a punkhawa at Government expense—

- (1) at head-quarters while he is actually there and provided his office is not held in the building in which he lives; and
- (2) while he is on tour, whether his office at his head-quarters is or is not held in the building in which he lives.

2. It has now been decided to make further concession in this matter and to allow a superintendent, while he is at his head-quarters during the hot weather to employ a punkhawa at Government expense even if the superintendent's office is held in the building in which he lives.

3. The privilege will remain subject to the general principle that punkhas are not to be sanctioned in parts of India where they are not ordinarily provided, and that as regards the limits of the period for which punkhawalas

are to be allowed, heads of circles must be guided by the general practice in other Government offices. Moreover, it must be understood that it will not be necessary to employ punkhawalas continuously throughout this period at head-quarters as superintendents are frequently absent from head-quarters, and arrangements should, therefore, be made to entertain men temporarily. While the superintendent is on tour, the punkhawala should be paid at the customary local daily rate and the expenditure should be treated as a contingent charge to be passed under the authority of the superintendent.

4. This G. O. supersedes the G. Os. forming the Standing Orders cited in paragraph 1, viz., G. O. No. 7, dated 25th June 1895, and G. O. No. 18, dated 21st December 1896.

**127. CONDITIONS UNDER WHICH PUBLISHERS OF INDIAN DIRECTORIES MAY BE ALLOWED TO UTILISE THE SERVICES OF POSTMASTERS IN OBTAINING INFORMATION FOR SUCH PUBLICATIONS.**

***Circular No. 46—42, dated 7th August 1901.***—Publishers of Indian Directories, who may desire to take advantage of these orders, may be allowed to utilise the services of postmasters in obtaining information for such publications on the following conditions :—

- (1) That the work required of postmasters shall not, in any circumstances, be performed by them whilst they are on duty.
- (2) That the services to be rendered shall not include canvassing for advertisements or for the sale of the Directory.
- (3) That nothing shall appear in any prospectus or advertisement or in the Directory itself to indicate that the officers of the Post Office are in any way concerned in or connected with the publication of the Directory.

2. Moreover, the Director-General reserves to himself the right to withdraw his sanction to this arrangement, should he at any time consider that the rendering of this service by postmasters is prejudicial to the work of the Department.

**[11] 3.** In the marginally-noted rules of the *Post Office Manual* postmasters are prohibited to divulge the address of any person unless they have sufficient reason to believe that the person whose address is required will not object to the information being furnished. This prohibition, it will now be understood, is no bar to the giving of information, in accordance with the terms of this circular for the preparation of a Directory.

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**128. PROPER DELIVERY OF TRADE CIRCULARS POSTED BY FIRMS.**

***Circular No. 84—74, dated 24th January 1902.***—In a case that recently occurred a large number of circulars posted by several well-known firms were found in the possession of a native shop-keeper, some of these circulars being still enclosed in the wrappers in which they had been posted, bearing the names of various other persons at the place where the shop-keeper resided.

2. It is a matter of common experience that publications of this character are frequently consigned to the waste paper basket, or thrown away, without being read, and in some cases without even being opened, by the persons to whom they are addressed. It is no necessary consequence, therefore, that the circulars in a case like the one mentioned must have been improperly obtained. In this particular case, however, there was reason to believe that the postman concerned had omitted to deliver circulars at the proper addresses in order that he might sell them. It has been shown, moreover, in previous cases that these publications command a certain price from petty shop-keepers and others, and postmen, therefore, knowing that the senders maintain little or no check on the delivery of these articles may be under special temptation to dispose of them for their own benefit.

3. I think it right to ask the attention of all postal officers to the importance of seeing that articles of this kind shall be delivered with as much care and certainty as other postal articles. Their proper delivery should be made the subject of close check by city inspectors and postmen-overseers and postmen themselves should be warned that they are as much liable to punishment for failure to deliver these articles as for failure to deliver any other class of articles. I shall be much obliged, moreover, if heads of circles will take any further steps they may consider necessary to prevent the growth of a belief that any laxity is allowed to prevail in the delivery of articles of this particular kind.

#### 129. APPLICATIONS FOR CONTINUANCE OF TEMPORARY APPOINTMENTS OR ALLOWANCES REQUIRING SECRETARY OF STATE'S SANCTION.

##### *G. O. No. 23, dated 13th March 1902.*— \* \* \* \*

*Government of India, Financial Department, Resolution No. 1322-Ex., dated 5th March 1902.*—RESOLUTION.—In the Resolution of March 1886, the

READ—

Financial Resolution No. 1326, dated the 19th March 1886.

Financial Resolution No. 4031-Ex., dated the 14th September 1898.

READ ALSO THE FOLLOWING:—

Extract from Despatch from the Secretary of State, No. 57 (Judicial), dated the 27th December 1901—

2. I have already drawn Your Excellency's attention to the frequent delays which have occurred in the submission of requests for the renewal of sanction to the continuance of temporary appointments. It is very desirable

that questions of this nature should be brought to the notice of your Government in time to allow full enquiry to be made into the necessity for incurring the additional expenditure, and I request that instructions to this effect may be addressed to the Local Governments and Administrations. •

Governor General in Council directed that applications for renewal of the sanction given to temporary appointments which would require a reference to the Secretary of State should be made to the Government of India in sufficient time to admit of their consideration and report to the Secretary of State before the termination of such sanction. These orders were not always observed, and His Excellency in Council was constrained to issue a second Resolution in 1898, reiterating the provisions of the previous Resolution, and directing that every endeavour should be made to apply for sanction to the continuance of temporary appointments and deputations or allowances in sufficient time to

prevent the sanction of the Secretary of State having to be anticipated.

2. The Governor General in Council has observed with regret that, notwithstanding the issue of repeated injunctions, the infringement of the rule has been of frequent occurrence during recent years; and both the Government of India and the Secretary of State have on several occasions had to notice delay in referring cases in which their sanction was required. It appears to His Excellency in Council that the importance of the rule has not been sufficiently realised. In cases in which by rule the sanction of the Government of India or of the Secretary of State is necessary, the effect of such rule is rendered illusory by the delays which are allowed to occur in their submission. The cases are, by lapse of time, practically prejudged, and there is no option but to sanction the proposals with retrospective effect. The financial control of the Government of India and of the Secretary of State is in these circumstances rendered nugatory. The Governor General in Council is unable to accept such a situation as satisfactory, and he desires that in future more active steps should be taken to secure due observance of the existing orders. It is essential that questions of the kind should be brought to the notice of the Government of India in time to allow full enquiry to be made into the necessity for incurring the additional expenditure.

### 130. SENDING OF POSTAL PROBATIONERS AND POSTAL CLERKS TO LEARN SIGNALLING IN TRAINING CLASSES.

*G. O. No. 4, dated 29th May 1903.*—It appears from reports received from heads of circles that there is a considerable difference of practice in the matter of sending postal probationers and postal clerks to learn signalling in training classes. I think it desirable, therefore, to explain what the practice should now be.

2. When the combined office system was started it was necessary to send a certain number of young postal clerks to learn signalling and the Telegraph Department paid the expenses involved. Gradually as the number of postal clerks with a knowledge of signalling, but not employed as signallers, increased and special reserve signallers were sanctioned by the Telegraph Department, it became unnecessary to continue the original arrangement, and at an early stage after the commencement of the combined office system it was agreed between the two departments that only in very special cases should the Telegraph Department be asked to sanction the pay of postal clerks learning signalling. It was never from the first contemplated that any extra charge on this account should fall on the Post Office.

3. As, however, the number of combined offices tended constantly to rise, and in many circles to rise rapidly, it became necessary to make arrangements which would result in the postal staff comprising a very large and increasing number of qualified signallers. The arrangements made in several circles with this object in view are thus described in the letter of one of the heads of circles :

The letter is quoted *verbatim* with the exception of an immaterial verbal alteration.

“ All unpaid candidates are ordinarily entertained on the understanding that they will qualify in telegraphy before they can be substantively appointed to a paid post. Exceptions are rarely made and then only in the case of candidates who have passed the higher

educational tests, such as the F.A. or B.A. examination. Occasionally, candidates are appointed as paid probationers and then sent to the training class. These officials are treated as on deputation and no substitutes are appointed in their places while they are attending the class. By this arrangement it is seldom necessary to send an official holding a permanent post to the telegraph training class. When, however, it is found necessary to send a clerk or a sub or branch postmaster to learn telegraphy (and this is almost invariably in the lower grades) he is granted the leave (with allowances) admissible to him under the rules and a paid probationer is employed in his stead without incurring any extra expense on the State."

4. The foregoing extract represents the correct practice which should in future be followed in all circles as far as may be found practicable. As is stated in the extract it is ordinarily not desirable to send to the training classes any clerks except very junior clerks and the preferential promotion given to postal clerks who have qualified as signallers will ordinarily be a sufficient inducement to junior postal clerks to learn signalling while on leave, in the same way as other officers are willing and anxious to learn a foreign language or surveying or anything else which may be useful or profitable in their careers.

#### 131. PRINCIPLES TO BE KEPT IN VIEW IN CONSIDERING PROPOSALS TO OPEN NEW OFFICES.

*General Letter No. 362S.-Es., dated 8th July 1903.*—There should be a receiving post office in every quarter where there is large postal business and so long as receiving offices can be worked cheaply either by extraneous agents or departmentally there is no objection to their multiplication.... Delivery offices should, however, be very few and *there should be no delivery office without a name which the public will readily accept and actually use in practice as a proper postal address.* Street and individual sorting by the Railway Mail Service is an expensive and unsatisfactory arrangement which must eventually come to an end everywhere and should on no account be introduced where it does not exist or be extended where it does not exist. Also there should be no distinction between delivery offices for local and general correspondence.

2. Instead of increasing the number of delivery offices it is far better either to let the postmen go out to the starting points of their beats in vans or on bicycles or to let them begin their beats from "no delivery" offices or other fixed places, receiving their mails duly sorted by means of a runner or messenger on a bicycle. It is not, as I have implied above, right to burden the Railway Mail Service with street sorting by the names of individuals, and it is unlikely that the correspondents of the residents will ordinarily note correctly on each article the proper delivery office out of a large number of such offices.

#### 132. PROCEDURE TO BE FOLLOWED IN CONNECTION WITH THE TRANSFERS OF POSTAL OFFICIALS PERFORMING METEOROLOGICAL WORK.

*Circular No. 39, dated 10th August 1903.*—The Meteorological Reporter to the Government of India has brought to notice that owing to the

frequent transfers of postal officials who perform meteorological work and the insufficient training in observation work which is given by the relieved officers to their successors, the meteorological work at post offices is often not well done. The following orders are, therefore, issued with the object of bringing about an improvement in this respect.

2. It should in future be arranged that transfers of officials to whom meteorological work is assigned shall not take place more frequently than is absolutely necessary ; and to prevent these instructions from being overlooked superintendents should make a distinguishing mark in the register of sanctioned establishments [A/c.-19(c)] against the names of post offices where there are meteorological observatories worked by postal officials, and in the gradation list [Supdt.-7(a)] a note should be made against the names of the postal officials who perform, or are competent to perform, the duties of meteorological observers.

3. When it is necessary that a postal meteorological observer shall be transferred, an official acquainted with meteorological work should, if available, be appointed in his place.

4. When a postal meteorological observer is transferred, he must remain at his office for at least two days after the arrival of his successor before leaving to take up his new appointment, so that he may thoroughly instruct his successor in the work of recording observations. The relieved official should record in the charge report that he has thoroughly instructed the relieving officer in his meteorological duties while the latter should at the same time note that he has thoroughly learnt them.

5. In all cases, when a change or transfer of a postal observer is contemplated, timely notice should be sent by the Superintendent of post offices direct to the Meteorological Reporter to the Government of India, Simla.

6. Arrangements should be made at every postal meteorological station where two or more postal officials are employed that besides the permanent observer a second hand shall be trained in meteorological duties, so that in a case of emergency the observation work may not suffer.

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**133. ALL POSTAL SIGNALLERS TO PASS IN THE RULES FOR FOREIGN MESSAGES.**

**G. O. No. 7, dated 12th August 1903.**—In the correspondence circulated to heads of circles with this office endorsement No. 1588-Ts., dated the 5th December 1902, it was decided that arrangements for the acceptance of foreign messages, at any combined office where this was found desirable, should be made in direct communication between the Divisional Superintendents of Telegraphs and the heads of the postal circles concerned ; and in the correspondence circulated with this office endorsement No. 1687-Ts., dated the 16th December 1902, it was arranged that postal probationers should not be passed out of Telegraph training classes until they had obtained certificates that they understood how to deal with foreign messages.



2. At the request of the Director-General of Telegraphs, it is now ordered that, subject to the exceptions mentioned in the next paragraph, all postal officials who now hold signallers' certificates and have not already passed in the rules for foreign messages shall pass in those rules within six months from the 1st September 1903, or on the occasion of the first subsequent visit\* to the

\* i.e., on the first visit after 1st March 1904. combined office of an officer of the Telegraph Department authorised to examine signallers. The penalty of failing to pass under these conditions will be deprivation of further promotion in the signallers' line until such time as the examination is passed.

3. Signallers who have passed beyond this limit of separate or preferential promotion for signallers, as explained in my General Order No. 6,† dated the

† [Serial No. 32 of Director-General's Supplementary Standing Orders.]

15th June 1901, may submit themselves to examination in the rules for foreign messages, but if they do not do so or fail to qualify they will incur no penalty. Signallers who have not passed the limit of separate or preferential promotion but are employed on postal duties at non-combined offices away from the head-quarters of any officer of the Telegraph Department authorised to examine signallers, will not incur any penalty until they have been again deputed to a combined office and have there, after the 1st March 1904, had an opportunity of being examined in the rules for foreign messages.

4. The Director-General of Telegraphs will issue orders that Superintendents, Assistant Superintendents, and other officers of the Telegraph Department authorised to examine postal signallers shall, on visiting combined offices, examine any signallers who have not already passed in the rules for foreign messages and who desire to be examined, and shall give a certificate to each signaller who passes the examination. Signallers employed at the head-quarters of any such officer of the Telegraph Department may present themselves for examination at any time. Superintendents of post offices should be instructed to advise the officers of the Telegraph Department concerned, from time to time, of the names of signallers who are ready for examination and the combined offices at which they are employed. The information should be given in each case as soon as a signaller is ready for examination.

#### 134. SUBJECTS FOR THE DEPARTMENTAL EXAMINATION OF OFFICERS FOR THE APPOINTMENT OF SUPERINTENDENT.

**G. O. No. 10, dated 2nd September 1903.**—The question of the subjects which will be prescribed for the departmental examination for candidates for the appointment of superintendent has recently been under consideration.

2. The subjects now prescribed are :—English composition, the *Postal Guide*, the *Civil Service Regulations*, Volumes I to III of the *Post Office Manual*, and postal accounts.

3. It has now been decided to add to these subjects an examination in the Indian Post Office Act, and the Indian Telegraph Act, and the Government Savings Bank Act. This examination will be without the aid of books. There will also be an examination with the aid of books, in Volumes IV and V of the *Manual*, the Indian Evidence Act, and the selections noted in the margin from the Penal Code and the Code of Criminal Procedure.

Penal Code: Chapters I, II, V, IX, XII, XVII to section 424, XVIII to section 477A.  
Criminal Procedure Code: Chapters I, V, VI, VII, XIV, XXII, XXIV, XXV, XXXIX—XLI.

4. The examination in English composition will also in future be specially arranged to test the ability of candidates in writing reports and memoranda on Post Office cases and postal irregularities. The examination in postal accounts will be arranged to test not only the candidates' knowledge of the account system, but also their proficiency in arithmetic such as is required for the preparation and examination of Post Office accounts.

5. In connection with this matter it has also been decided that all probationary superintendents hereafter appointed and all other candidates for the appointment of superintendent, who have not yet passed the superintendents' examination.....must attend a training class for signallers and obtain a certificate, in accordance with the terms of rule 15, Appendix 10, Volume V of the *Post Office Manual*, that they have an elementary knowledge of signalling and a satisfactory knowledge of signal office routine before they are confirmed as superintendents. Probationary superintendents who have already been appointed and officers (other than probationers) who have already passed the superintendents' examination or may .....hereafter be appointed to be superintendents will be required to qualify in this respect before they are confirmed in the grade of superintendents next above the lowest grade. Officers who are already in the grades of superintendent should also avail themselves of any opportunity to learn signalling and signal office routine and to obtain certificates of their qualifications in these matters.

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### 135. HOSPITAL LEAVE NOT AN INTERRUPTION OF SERVICE FOR PRIVILEGE LEAVE.

*Circular No. 60, dated 5th October 1903.*— \* \* \*

*Government of India, Finance and Commerce Department, letter No. 3692-P., dated 19th August 1897, to Accountant-General, North-Western Provinces and Oudh.*—I am directed to acknowledge the receipt of your letter No. 6741-P., dated 21st June 1897, inquiring whether hospital leave granted under Article 321 of the *Civil Service Regulations* should be treated as an interruption of duty with reference to Article 283.

2. In reply, I am to say that it does not make an interruption within the meaning of the 'rule' though the authority granting the leave would doubtless, in the case of the class of officers to whom hospital leave applies, take into consideration in deciding whether the privilege leave should be granted or not.

*Government of India, Finance and Commerce Department, letter No. 5413-P., dated 4th September 1903, to the Director-General of the Post Office of India.*—In reply to your No. 151S-Ap., dated the 31st July 1903, I am directed to say that the orders contained in this Department's letter No. 3692-P., dated the 19th August 1897, apply equally to Article 287 of the *Civil Service Regulations*, and that hospital leave granted under that rule does not cause an interruption of duty within the meaning of Article 252 of the *Regulations*.

**136. EXCHANGE OF OFFICIAL CORRESPONDENCE, FREE OF CHARGE, BETWEEN THE IMPERIAL POST OFFICE AND THE NIZAM'S STATE POST OFFICE.**

*Circular No. 212, dated 21st April 1900.*—Some years ago an agreement was entered into between the Imperial Post Office and the Post Office of His Highness the Nizam of Hyderabad for the exchange of official correspondence free of postage; but the arrangement does not appear to have been generally notified at the time, and it has been pointed out that it is desirable to issue a circular on the subject for general information. It should, therefore, be understood that duly franked official correspondence on the service of His Highness the Nizam, for delivery in British India to officials of His Highness's Government or to any other official or person, should be delivered free of all charge. Similarly, no postage will be levied by the Hyderabad State Post Office on correspondence on the service of the Government of India, which is intended for delivery at places situated in the Nizam's dominions.

**137. FREE TRANSMISSION OF OFFICIAL REGISTERED ARTICLES ON "H. H. THE NIZAM'S SERVICE" POSTED AT HYDERABAD STATE POST OFFICES FOR DELIVERY FROM IMPERIAL POST OFFICES WHEN THE REGISTRATION FEE HAS BEEN PAID BY MEANS OF MOGLAI POSTAGE STAMPS.**

*Circular No. 66-57, dated 13th November 1902.*—It has been arranged with the Government of His Highness the Nizam of Hyderabad that when official articles, on which no postage is charged at present, are to be registered, the registration fee should be prepaid by means of Moglai postage stamps if the articles are posted at Moglai post offices for delivery from Imperial post offices, or by Imperial postage stamps if they are posted at Imperial post offices whether on His Majesty's Service or on the Service of His Highness the Nizam, and that when the registration fee on such articles has been prepaid in this manner the articles should be delivered free of further charge.

2. In future, therefore, no charge should be made by Imperial post offices on official registered articles posted at post offices of the Hyderabad State on which the registration fee has been paid by means of Moglai postage stamps.

**138. ADJUSTMENT OF NON-RECURRING CONTINGENT CHARGES TO BE BORNE BY THE TELEGRAPH DEPARTMENT.**

*G. O. No. 9, dated 19th August 1903.*—In order to avoid frequent applications from this office to the Director-General of Telegraphs

for formal sanction to non-recurring contingent charges, in connection with expenditure necessitated by plague, it has been decided to adopt the following procedure with effect from the 1st July 1903 :—

- (1) Heads of circles will continue to submit applications to this office for sanction to such charges as hitherto. In each case in which a charge is to be borne jointly by the Post Office and Telegraph Departments the postal and telegraph shares should be mentioned separately and it should be stated that the local Superintendent of Telegraphs has agreed to the charge which it is proposed to debit to the Telegraph Department and the No. and date of his letter should be quoted. The share of the charge to be debited to the Telegraph Department should always be fixed in rupees without annas or pies, the nearest rupee being taken whether it be below or above the exact share expended as rightly payable by the Telegraph Department.
- (2) On receipt of each application in this office, the entire expenditure—both postal and telegraph—will be sanctioned as a postal charge.
- (3) In the beginning of each quarter this office will prepare a statement showing all the non-recurring contingent charges to be borne by the Telegraph Department, applications regarding which were received during the preceding quarter, and the statement will be forwarded to the Director-General of Telegraphs for sanction to the total amount entered therein.
- (4) On receipt of the sanction of the Director-General of Telegraphs, it will be communicated to the Comptroller, Post Office, with instructions to debit the amount to the Telegraph Department in his accounts with that Department.

2. It is desirable that, as far as possible, the charges to be borne by the Telegraph Department should be included in the statement for the quarter in which the expenditure was actually incurred. Heads of circles should, therefore, obtain the consent of the local Superintendents of Telegraphs to such charges with the least possible delay and submit their applications to this office as soon as it has been obtained.

### 139. SELECTION OF RAILWAY ROUTES FOR THE TRANSMISSION OF MAILS.

*Circular No. 45, dated 21st August 1903.*—It has lately come to the knowledge of this office that a railway route was abandoned for the transmission of the outward foreign mails because it was found to be unreliable owing to the trains frequently missing connection at a junction station. Another route was, consequently, adopted for the foreign mails, but the route in question continued to be used for all other mails.

2. Such an arrangement is bad in itself. It is certain not to be accepted or acted upon by the public and to be soon forgotten by them. It is certain to be very soon misunderstood even by the officials concerned with it, and in no very

long time it is certain, with changes of *personnel*, to be entirely forgotten by some or all of those officials. Henceforth, therefore, it should be understood that if a train is not considered fit to be used for all mails for which, by its published timing it is the best, it should not be used at all for through mails or even for local mails if another train is available. When, on these grounds, a train which would otherwise be employed for through mails is not used, or after experience ceases to be used, the Railway authorities should be informed accordingly.

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143. SELECTION AND MOBILISATION OF POSTAL OFFICIALS FOR FIELD SERVICE.

*Circular No. 102-87, dated 13th February 1904.—*

The following orders are issued regarding the selection and mobilisation of postal officials for field service :—

- (1) No official will be accepted as a volunteer for field service who has not signed a certificate accepting the conditions which are set forth in the prescribed form of application. Every applicant who has signed the prescribed form and produced the medical certificate of fitness should be informed by the head of his circle as early as possible of the orders passed on his application.
- (2) Under rule 68 of the *Post Office Manual*, Volume III, 4th edition, the head of a circle is required to maintain a list of selected volunteers called the "Field force list." A copy of this list should in future be sent by the head of every circle to the Postmaster-General, Punjab, half-yearly, so as to reach him by the 15th April and 15th October every year. The Postmaster-General, Punjab, will maintain in his office a general list of selected volunteers for the whole of India ; and in order that this list may be kept corrected up to date, any transfer, leave (with address during leave), death, or retirement, as well as any increase or change of pay of a volunteer should be communicated at once by his supervising officer to the Postmaster-General, Punjab, as well as to the head of his own circle. A copy of the general list of selected volunteers will be sent by the Postmaster-General, Punjab, to this office and to the head of every circle quarterly on the 1st February, 1st May, 1st August, and 1st November.
- (3) The head of a circle, on receipt of a telegram from the Postmaster-General, Punjab, intimating that any official in his circle has been selected to go on field service, should, if required, arrange to relieve him within 12 hours of the receipt of the telegram. In the case of any official who cannot be relieved within 12 hours of the receipt of a telegram intimating that he is required to proceed on field service immediately, the time within which he can be relieved should be entered against his name in the column for remarks in the field force list mentioned in the preceding paragraph. No

official should be allowed to depart for the front until he has produced the medical certificate of fitness prescribed by rule 8 (a) of the *Field Service Regulations, Postal*. The Postmaster-General, Punjab and North-West Frontier, should be informed by telegram if any official, selected for service, is unable to obtain the certificate.

- (4) Under rule 9 of the *Field Service Regulations (Postal)* a postal official under orders for field service should receive his substantive pay up to the date of his departure for the front. He may also draw an advance of a month's pay, as well as travelling allowance to the Base or port of embarkation for the Base. To prevent delay in payment of such advances, and to enable a postal official who is under orders for field service to start at once, the head of the circle should, when issuing orders to the selected volunteer, communicate his name to the postmaster of the head office under which he is serving. On receipt of this information, the latter will arrange for the immediate payment of the authorised advances, and see also that the official ordered on field service is paid up to the date of his making over charge of his appointment and that a last-pay certificate is furnished to him.

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#### 144. RESPONSIBILITIES OF DEPUTY POSTMASTERS.

**G. O. No. 22, dated 29th February 1904.**—Two cases have recently come to notice in which deputy postmasters have failed to appreciate the responsibilities of their positions and to exercise their duties of supervision with the intelligence and judgment which are expected from an officer holding the position of deputy postmaster.

2. In one of the cases referred to, the postmaster was ill and unable to attend the post office. He did some amount of work in his private quarters and did not formally make over charge to the deputy postmaster or require the latter to go through the procedure detailed in rule 89, Volume I of the *Manual*. The deputy postmaster also, in the circumstances of the case, did not think it necessary to go through the full procedure of rule 89; but as the postmaster could not and did not attend the post office during the whole day, the deputy was necessarily in actual charge of the whole office. He failed, however, to realise his responsibilities and left the office before the treasurer and before the cash chest and the strong room were closed, and after he had left the office money was given out from the strong room and stored in an insecure safe, with a single lock, in one of the ordinary rooms of the post office. From the money thus given out Rs. 1,600 was stolen during the night.

3. In the other case the deputy postmaster was in charge of the postmaster's duties in the money order branch, but his examination of the money orders with the book of money order receipts was so superficial that he passed a number

of money orders which corresponded so far as the Nos. and amounts were concerned with the book of money order receipts but were payable to entirely different persons from those whose names were entered in the receipts given to the remitters. The deputy postmaster, when called on for his defence, excused himself on the ground that the *Manual* rules did not distinctly say that the names in the two documents mentioned had to be compared. It should, however, have been obvious to anyone in the position of a deputy postmaster that if a money order is to be compared with the receipt given to the remitter or with the office copy of the receipt, the comparison is useless unless it is first seen that the two documents correspond and relate to the same transaction. In this case more than Rs. 800 was misappropriated by the money order clerk and the frauds would have been prevented or detected much sooner if the deputy postmaster had checked and supervised the clerk with reasonable care and intelligence.

4. In each of the cases mentioned above the responsibility of the deputy postmaster has been enforced by a severe pecuniary penalty to be recovered in instalments spread over a long interval, and these cases will no doubt operate as a salutary warning in the offices concerned and to all who hear of the penalties. It is desirable, however, that this short account of the cases be circulated to all postal officials so that every deputy postmaster and every other officer who actually works as the deputy of a postmaster in any branch of a post office may understand that he is required to bear the responsibilities of the head of the office or branch of which he may be in actual charge. The rules cannot specify and do not profess to specify every detail of the work of the head of an office; and quite apart from rules the head of an office or of a department of an office is responsible for the exercise of such care and intelligence as would ordinarily be expected and required from the manager of a business of a corresponding character.

#### 145. SCHEME FOR STRENGTHENING THE STAFF AND IMPROVING THE CONDITIONS OF SERVICE OF SUPERINTENDENTS OF POST OFFICES.

*G. O. No. 5, dated 31st August 1904.*— \* \* \* \*

3. The grounds on which a reserve of 12 superintendents has been sanctioned are set forth in the extract given below of paragraph 7 of the Director-General's letter No. 851S.-Ap., dated the 21st July 1903, to the Secretary to the Government of India, Finance and Commerce Department. It will be seen that the main object of this part of the scheme is to have at hand a small reserve of superintendents whose appointments can, with the sanction of the Government of India, be transferred to the local administrative staff as the necessity for this arises, without interfering with the sanctioned number of appointments in each grade or asking Government to sanction new appointments until a large number of the reserve appointments has been absorbed and it becomes necessary to raise the number again to its full complement. Until superintendents on the reserve staff become absorbed in the administrative staff, they will be employed, as far as possible, in filling the places of other substantive superin-

tendents on leave or deputation, thus saving the cost of an equal number of officiating officers.

*Extract of paragraph 7 from letter No. 851S.-Ap., dated the 21st July 1903, from the Director-General of the Post Office of India, to the Secretary to the Government of India, Finance and Commerce Department.*

“ In estimating \* \* as the number of additional superintendents required at the present moment for divisional purposes, after the reduction of the obligatory inspections of superintendents to the irreducible minimum, no margin has been allowed (1) for officers on leave and deputation to higher appointments and other duties, or (2) for the normal increase of the number of offices and their advancement in grade, or (3) for the fact that superintendents are necessarily distributed first according to circles and, secondly, according to territorial divisions which for obvious administrative reasons are fixed, as far as practicable, so as to be conterminous with the boundaries of Commissioners' Divisions or of collections of states or districts. Except in very special cases, the distribution of superintendents within a circle can be arranged with the aid of the staff of inspectors so as to avoid the necessity of additional superintendents beyond the number estimated as required on the principles explained above, but it is clear that there must be a margin on account of the distribution of the total staff between the 12 local circles. Thus to take an actual case, the obligatory inspections incumbent on the superintendents in the Eastern Bengal Circle occupy 340 days. If only 3 superintendents were allotted to the circle, their days available for inspections would be 312. But the minimum number of inspections of only head offices and sub-offices by the superintendents occupy 310 days, so that the superintendents would ordinarily be able to inspect

\* The time prescribed for the inspection of a branch office is one full day.

only 2\* out of the 384 branch offices in the circle, instead of the standard minimum of 38 or 10 per cent.

Therefore, in this case, 4 superintendents are necessary, although some short time may pass before the normal increase in the number of offices fills up the tale of the fourth superintendent's obligatory inspection days to the prescribed standard. In the meantime, he will do more than the obligatory number of inspections, the obligatory inspection work incumbent on his inspectors will be reduced, and an additional inspector may for a time be avoided. There is no waste involved. Extra inspections of post offices are always desirable, especially when the standard has been brought to an irreducible minimum, and it will be an actual advantage that it will be possible occasionally for a superintendent to inspect in a year slightly more than half of his smaller sub-offices and more than 10 per cent. of his branch post offices. The actual present conditions of each circle have been examined and the additional staff of 12 superintendents asked for, for local purposes, provides the minimum staff for present requirements. Very soon, however, with the increase of post offices and the transfer of offices to higher grades with the growth of their business, one or more additional superintendents will be required. I propose, therefore, a reserve of 12 superintendents who will be used in the following way. Except under the prior sanction of Government, they will always be employed to fill the places of other substantive superintendents on leave or deputation, thus saving



the cost of an equal number of officiating officers. The vacancies from the transfer or deputation of the substantive holders of 138 appointments—the

\* Present sanctioned number excluding 4 appointments temporarily sanctioned. 120  
Additional superintendents now proposed for local divisional purposes (including 2 appointments) now sanctioned temporarily. 12  
Additional superintendents now proposed for the Railway Mail Service and as personal assistants to heads of circles (including 2 appointments now sanctioned temporarily). 6

total number which I am proposing,\* excluding the reserve—will practically always be at least 12, so that the additional expense involved by the 12 reserve appointments will be nominal. When, however, the number of obligatory inspections incumbent on the superintendents of a circle rises by the increase in the number and importance of the offices so as to be beyond the capacity of the staff of superintendents in the circle, the sanction of Government will be asked to the transfer of one of the officers of the reserve to the local administrative staff, and the reserve will be reduced by one officer. When the reserve has thus been reduced to 3 or 4 officers, it will be desirable to ask Government to raise it again either

to 12 officers or to such other number as will be appropriate at the time. The number 12 is suitable at the present time, and the formation of a reserve to be used in the way I have described is a necessity in order to meet the inevitable future requirements of the Post Office as regards this particular matter.”

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6. As regards the new 1st grade on R500—20—600 which, as already stated, consists at present of five appointments, it has been laid down that promotion to this grade shall be made entirely by selection and that no officer shall be considered to have any claims to be selected for such promotion unless he is held to be fit to rise to the office of Deputy Postmaster-General.

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8. In view of the improved re-grading of superintendents which has now been sanctioned, the Government of India have decided that exchange compensation allowance shall not be granted to officers who may in future be appointed to the superintendent's grade.

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#### 146. CODE WORDS FOR TELEGRAPHIC COMMUNICATIONS BETWEEN THE DIRECTOR-GENERAL'S OFFICE AND THE OFFICES OF HEADS OF CIRCLES.

*G. O. No. 10, dated 22nd November 1904.*—Under the rules telegrams despatched on postal service should be worded as concisely as possible, and whenever practicable, code words should be employed in framing them. Following this principle the code words shown in the appended list have been devised to signify certain expressions which are commonly used in telegraphic communications between this office and the offices of heads of circles. These code words will be used in future in messages sent to heads of circles from this office, and they should also be used by heads of circles in messages despatched to this office.

*List of Code words.*

Code.	Phrase.
1. Aoodat . . . .	Your accommodation statement No.
2. Antatu . . . .	This office letter No.
3. Arefam . . . .	Formal sanction will be issued on receipt of sanction of Telegraph Department.
4. Arilam . . . .	Wire approximate cost of postmaster's quarters.
5. Arteso . . . .	Formal sanction follows.
6. Ceider . . . .	Date of return from leave.
7. Cupmus . . . .	Please wire reply.
8. Demfas . . . .	Wire date of joining of—
9. Famtum . . . .	Sanction of the Director-General of Telegraphs asked for.
10. Farcet . . . .	Proposal sanctioned.
11. Insrem . . . .	Please wire if you agree (or if you have no objection).
12. Insfam . . . .	Is the local telegraph authority agreeable to your proposal?
13. Licnos . . . .	Please expedite reply (or submission of report).
14. Mamaco . . . .	Sanction accorded. Formal sanction will be issued on receipt of proposition statement.
15. Manapat . . . .	Formal sanction will be issued on receipt of formal application.
16. Potcis . . . .	If you can recommend extraordinary pension or gratuity on behalf of family of deceased, please submit application early.
17. Renute . . . .	Submit plan and estimate.
18. Salrac . . . .	When may reply be expected.

147. RULES REGARDING THE SUBMISSION OF PETITIONS TO THE GOVERNMENT OF INDIA.

[See also S. O. 44.]

*Circular No. 9/9, dated 27th April 1905.* \* \* \* \*  
[Government of India, Home Department (Public), Notification No. 147, dated the 19th January 1905. (Communicated to Director-General under Finance and Commerce Department, No. 756-P., dated 4th February 1905.)]—

NOTIFICATION.—The following rules regarding the submission of petitions to the Government of India are published for general information in supersession of the rules published with the Home Department Notification No. 1812, dated the 11th October 1889, as amended by subsequent notifications :—

RULES REGARDING THE SUBMISSION OF PETITIONS TO THE GOVERNMENT OF INDIA.

NOTE 1.—In these rules the words "Local Government" include a Local Administration and the Commander-in-Chief in India, and also, except as regards petitioners under rule 11 (7) whose salary was more than Rs 30 a month, the Head of a Department directly under the Government of India, and Divisional and Independent Brigade Commanders.

NOTE 3.—These rules apply, so far as may be, to all memorials, letters, and applications, etc., addressed to the Governor General in Council.

NOTE 4.—These rules apply also to petitions by persons no longer in military employ who have served in the Army or the Royal Indian Marine, or have been attached to regiments or batteries or the staff or departments of the Army in any capacity.

## SECTION I.

*As to the submission of petitions to the Government of India by private persons or public bodies.*

1. Every petition to the Government of India should be forwarded through the Local Government having jurisdiction in respect of the subject-matter of the petition. In cases where no Local Government is in a position to deal with the subject-matter of the petition, it should be forwarded through the Local Government within whose jurisdiction the petitioner is or has last been residing or employed.

2. A petition may be either in manuscript or in print, but must, with all accompanying documents, be properly authenticated by the signature of the petitioner, or, when the petitioners are numerous, by the signatures of one or more of them, and it must conclude with a specific prayer.

3. Every petition should be accompanied by a letter addressed to the Local Government requesting its transmission to the Government of India, and, when any order of a Local Government is appealed against, by a copy of such order, as well as of any orders passed in the case by subordinate authorities.

4. Communications on matters connected with any bills before the Council may be addressed either in the form of a petition to the Governor General in Council or in a letter to the Secretary in the Legislative Department, and must in either case be sent to the Secretary in the Legislative Department. Ordinarily such communications will not be answered. Except in the case of the High Court at Fort William, such communications from courts, officials or public bodies should be sent through the Local Government.

## SECTION II.

*As to the submission of petitions by officers in civil employ.*

5. Every officer wishing to petition the Government of India should do so separately.

6. Every petition should be submitted through the head of the office or department to which the petitioner belongs, and should be forwarded by him through the usual official channel.

7. No officer may submit a petition in respect of any matter connected with his official position unless he has some personal interest in the matter.

8. No notice will be taken of a petition relating to any matter connected with the official prospects or position of an officer still in the public service unless it is submitted by the officer himself.

## SECTION III.

*As to the transmission or withholding of petitions by Local Governments.*

9. Every petition to the Government of India should be forwarded by the Local Government concerned with a concise statement of the material facts and (unless there are special reasons for not doing so) an expression of opinion.

If the petition is an appeal against an order of dismissal from Government service, the papers submitted by the Local Government should show whether the charge against the petitioner was reduced to writing; whether his defence was taken and reduced to writing; and whether the decision was in writing. Where service or character books are maintained these also should be submitted.

10. When the petition is not in English, the Local Government should transmit a translation with it.

11. Local Governments are vested with discretionary power to withhold petitions addressed to the Government of India in the following cases :—

- (1) When a petition is illegible or unintelligible.
- (2) When a petition contains language which, in the opinion of the Local Government, is disloyal, disrespectful, or improper.
- (3) When a previous petition has been disposed of by the Secretary of State for India or the Governor General in Council, and the petition discloses no new facts or circumstances which afford grounds for a reconsideration of the case.
- (4) When a petition is an application for pecuniary assistance by a person manifestly possessing no claim.
- (5) When a petition is an application for employment from a person not in the service of Government: or is a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government or by persons engaging in any profession or employment.
- (6) When a petition is an appeal from a judicial decision with which the executive has no legal power of interference.

NOTE 1.—In the following cases, namely,—

- (a) when a petition is an appeal from a judicial decision in a case in which the Government has reserved any discretion of interference, or
- (b) when a petition is an appeal from a judicial decision in a suit to which the Government was a party, or
- (c) when a petition is practically a prayer for mercy or pardon, or contains such a prayer,

the petition must be transmitted to the Government of India, unless it falls under clause 13 of this rule.

NOTE 2.—When a petition of the kind referred to in clause (c) of Note 1 is addressed to the Government of India after a previous petition has been rejected by the Local Government, the petition must be transmitted, unless the case is one of which the Local Government is competent to dispose on its own responsibility under the orders contained in the Resolution of the Government of India in the Home Department, No. <sup>20</sup>~~1408-18~~, dated the 14th October 1885,

- (7) When a petition is an appeal against an order of the Local Government upholding on appeal the dismissal, removal, reduction or other punishment of a Government servant or an employé of a local authority whose salary was not more than Rs100 a month.
- (8) When a petition is an appeal against a decision which by any law or rule having the force of law, is declared to be final.
- (9) When a petition is addressed by an officer still in the public service, and has reference to his prospective claim for pension,\* except as provided in Article 915 of the *Civil Service Regulations*.

- (10) When a petition is an appeal against the non-exercise by the Local Government of a discretion vested in it by law or rule.
- (11) When a petition is an appeal in a case for which the law provides a different or specific remedy, or in regard to which the time limited by law for appeal has been exceeded.
- (12) When a petition is an appeal against an order or decision of the Local Government, and is made more than six months after the communication of such order or decision to the petitioner without satisfactory explanation of the delay.
- (13) When a petition relates to a subject on which the Local Government is competent to pass orders and no previous application for redress has been made to the Local Government.
- (14) When a petition makes a proposal regarding legislation which the Local Government is not prepared to support.

12. If a petition is withheld, the petitioner should be informed of the fact and the reason for it.

13. A list of petitions withheld under rule 11, with the reasons for withholding them, shall be forwarded quarterly to the Government of India in the proper department.

**148. RULES REGARDING THE SUBMISSION, RECEIPT AND TRANSMISSION OF MEMORIALS AND OTHER PAPERS OF THE SAME CLASS TO HIS MAJESTY THE KING, EMPEROR OF INDIA, OR TO THE RIGHT HON'BLE THE SECRETARY OF STATE FOR INDIA.**

*Circular No. 10-10, dated 27th April 1905.— \* \* \**

[*Government of India, Home Department (Public), Notification No. 148, dated the 19th January 1905. (Communicated to Director-General under Finance and Commerce Department, No. 756-P., dated 4th February 1905).—*]

**NOTIFICATION.**—The following rules for the submission, receipt, and transmission of memorials and other papers of the same class to His Majesty the King, Emperor of India, or to the Right Hon'ble the Secretary of State for India are published for general information in supersession of the rules published with the Home Department Notification No. 707, dated 29th March 1878, as amended by subsequent notifications :—

**RULES REGARDING THE SUBMISSION OF MEMORIALS AND OTHER PAPERS OF THE SAME CLASS TO HIS MAJESTY THE KING, EMPEROR OF INDIA, OR TO THE RIGHT HON'BLE THE SECRETARY OF STATE FOR INDIA.**

*N.B.*—These rules do not in any way affect or supersede orders issued on the same subject by the military authorities for the guidance of the army.

**I.**—No memorial will be received or attended to unless forwarded as hereinafter prescribed.

II.—\* Every memorial to His Majesty or to the Secretary of State for India should contain all material statements and arguments relied upon by the memorialist and be complete in itself; and it should be accompanied by a letter requesting its transmission to the authority to which it is addressed.

III.—Every memorial to His Majesty or to the Secretary of State for India should be presented through the Local Government having jurisdiction in respect of the subject-matter of the memorial. In cases where no Local Government is in a position to deal with the subject-matter of the memorial, it should be presented through the Local Government within whose jurisdiction the memorialist is or has last been residing or employed or, if there is no Local Government answering to these descriptions, then through the Government of India.

IV.—Every memorial to His Majesty or to the Secretary of State for India presented through the Government of Madras or Bombay should be forwarded direct by the Local Government, with a full statement of facts and an expression of opinion, except in the case of a memorial which—

(a) relates to—

- (i) any rule or standing order of the Government of India, or
- (ii) any legislative Proceedings of the Governor General in Council or to an Act to which the Governor General has assented, or
- (iii) a case which has been previously under the consideration of the Government of India, whether on appeal or otherwise, or

(b) if granted, would cause expenditure for which the Imperial and not the Local Government would be primarily responsible.

Every such memorial should be forwarded with a covering letter containing a full statement of facts and an expression of opinion to the Government of India in the proper department for transmission to the Secretary of State for India.†

V.—Every memorial to His Majesty or to the Secretary of State for India presented through a Local Government, other than the Government of Madras or Bombay, should be forwarded by the Local Government, with a full statement of facts and an expression of opinion, to the Government of India in the proper department for transmission to the authority addressed.‡

\* Home Department Notification, No. 1508-Public, dated the 27th June 1906.

† "In the case of memorials and petitions against, or regarding Acts passed by the Legislative Council of the Governor General, the Legislative Department is to be considered to be the department having cognizance of the subject-matter of the memorial. Such memorials will be transmitted to His Majesty's Secretary of State through that department; and to it should be referred all memorials of the kind now described, which may reach any other department of the Government of India. The Legislative Department will, when necessary, consult the executive department concerned before disposing of, or transmitting, such memorials."—[Home Department No. 22-Public 998-1001, dated 24th May 1878.]

‡ Memorials involving questions relating to pensions, gratuities, allowances, and the like should be forwarded through the Government of India.—[Home Department Notification No. 6153, dated 10th September 1901.]

§ Appeals by private persons from the orders of the Lieutenant-Governors lie, in the first instance, to the Governor General in Council. An appeal to the Secretary of State will lie only in the event of an appeal to the Governor General in Council having been rejected.

VI.—Every memorial to His Majesty or to the Secretary of State for India from a person who has been employed in the army should, if it relates to a military subject, be forwarded through the Lieutenant-General Commanding the Forces of the Command in which the memorialist has served. The Lieutenant-General will forward it, with a full statement of facts and an expression of opinion, to the Government of India in the Military Department for transmission to the authority addressed.\*

VII.—No limit is fixed to the time within which an appeal from an order of the Governments in India must be preferred to the Home Government, except in the case of an appeal from a judicial decision in which the judge is a political officer, and in which the appeal ordinarily lies to Government in the Political Department. Such appeals must be preferred within a period of twelve months from the date of communication to the person concerned of the order to which objection is taken.

VIII.—A memorial may be transmitted either in manuscript or in print, but must, with all accompanying documents, be properly authenticated by the signature of the memorialist on each sheet, and must conclude with a specific prayer.

IX.—Memorials, together with their accompanying documents, should be in English.† If the accompanying documents must necessarily be forwarded in the vernacular, an English translation should be appended, which should be attested by the signature of the memorialist.

N.B.—It will be well for the transmitting office to examine such translations, and if they are found to be incorrect or faulty, to notice the fact in sending on the memorial.

X.—It is not necessary that memorials should be forwarded in duplicate or triplicate. The originals will invariably be transmitted to England, a copy being made and retained by the Government of India, if necessary, for record.

XI.—As a general rule, the transmission to England of a memorial duly forwarded through the proper channel should not be delayed by the transmitting Government in India beyond a month after the receipt of the memorial.

XII.—The Governments in India are vested with discretionary power to withhold the transmission of memorials addressed to His Majesty or to the Secretary of State for India in the following cases :—

- (1) When a memorial is illegible or unintelligible.
- (2) When a memorial contains disrespectful or improper language.

\* Appeals by individuals from the orders of the Lieutenant-General Commanding the Forces lie in the first instance to the Governor General in Council and thereafter to the Secretary of State.

† “As it frequently happens that the disposal of vernacular petitions, presented to the Government of India is delayed owing to their being unaccompanied by English translations, and as Local Governments and Administrations have greater facilities for translating the vernaculars in use under their different provinces than the Government of India have, I am directed to request that, in order to avoid inconvenience and delay, all vernacular petitions transmitted by a Local Government and Administration to the Government of India may invariably be accompanied by an English translation.

“2. It should, however, be clearly understood that it is not the intention of the Governor General in Council that any petition presented for transmission to the Government of India or the Secretary of State should be refused by reason of its being in the vernacular or because it is unaccompanied by a translation. The great majority of the population do not know English and cannot obtain the services of an English petition-writer; and it is most undesirable that in a country like India the free right of petition should be curtailed. But as the languages of India are many and diverse, it is desirable that any vernacular petition or memorial forwarded to supreme authority by or through a Local Government should be accompanied by an English translation.”—[Home Department No. 54—2080-95 (Public), 21st November 1878.]

- (3) When a second memorial is presented after a decision has already been given by the authority to which it is addressed, and when no new facts or circumstances are adduced which afford grounds for a reconsideration of the case. A memorial addressed to His Majesty by a person whose appeal to the Secretary of State for India has already been rejected, shall be held to be a second memorial to the same authority, and shall not be transmitted.

NOTE.—It has been decided by the Secretary of State for India that the circumstance that a Government in India has refused to give a memorialist a copy of the Secretary of State's despatch disposing of his memorial, when the substance of the despatch has been duly communicated to him, should not be taken as a reason for excepting a further memorial not containing any other new matter, from the provisions of this clause.—[Home Department No. 2473—81 (Public), dated 17th September 1907.]

- (4) When a memorial is a mere application for pecuniary assistance by a person manifestly possessing no claim.
- (5) When a memorial is an application for employment under one of the Governments in India from a person not in the service of the Government or is a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government or by persons engaging in any profession or employment.
- (6) When a memorial is a mere appeal from a judicial decision.

NOTE 1.—If the memorial is practically an appeal for mercy or pardon, or contains such an appeal, it must be transmitted, unless it falls under rule XIII.

NOTE 2.—When a memorial of the kind referred to in Note 1 is addressed to His Majesty or to the Secretary of State for India after a previous petition has been rejected by the Government of India or the Local Government, the memorial must be transmitted unless the case is one of which the Local Government is competent to dispose on its own responsibility under the orders contained in the resolution of the Government of India in the Home Department, No. <sup>7</sup>/<sub>1161-72</sub>, dated the 15th August 1890.

- \* (7) When a memorial is an appeal against an order of a Local Government regarding the dismissal, removal, reduction or other punishment of a Government servant or an employé of a local authority whose salary was not more than Rs100 a month; or when it is an appeal against a similar order of a Local Government confirmed by the Government of India from a Government servant or an employé of a local authority whose salary was not more than Rs250 a month.

\* "The Governor General in Council considers that the discretionary power of withholding petitions under clause 8, rule XIII† of the rules for the submission, receipt, and transmission of memorials and other papers of the same class addressed to His Majesty the King, Emperor of India, or to the Right Hon'ble the Secretary of State for India, by private persons or by officers of all civil departments should be used with caution, and only after full consideration of the facts in each case. Having regard to the constitution and character of the Indian subordinate services, dismissal of Government officials often involves serious distress, if not actual ruin, to them, and it is right that, under such circumstances, every opportunity should be allowed to them of making themselves heard. Further, when, as sometimes happens, their representations reach the Secretary of State through non-official channels, it is convenient that he should be in a position at once to deal with them, instead of being obliged, as may now be the case, to refer for information to this country. Such petitions, therefore, should not be withheld when there is any reasonable prospect of difference of opinion as to the order passed on them by the Government of India, or when they contain anything to which the attention of the Secretary of State is likely to be especially directed."—[Home Department Resolution No. 1438 (Public), dated 24th September 1880.]

† Since renumbered clause 7, rule XII.



NOTE.—The first sentence in this clause applies to the orders of the Government of India as well as to those of Local Governments.

- (8) When a memorial is an appeal against a decision, which by any law or rule having the force of law, is declared to be final.
- (9) When a memorial is addressed by an officer still in the public service and has reference to his prospective claim to pension.
- (10) When a memorial is a mere appeal against the non-exercise by one of the Governments in India of a discretion vested in such Government by law or rule.
- (11) When a memorial is an appeal against the action of a private individual or of a body of private individuals, regarding the private relations of the memorialist and such individual or body.
- (12) When a memorial is an appeal against orders refusing the grant of a pension to an inferior servant who is not eligible for such grant under the pension rules.

XIII.—The Government of India may withhold the transmission of a memorial to His Majesty or to the Secretary of State for India unless the memorialist has previously memorialised the Government of India and the Local Government concerned on the same subject; and the Government of Madras or Bombay may withhold the transmission of a memorial which under rule IV they are authorised to forward direct, unless the memorialist has previously memorialised the Local Government concerned on the same subject; provided that, when the memorial is one for pardon which no authority in India has power to grant, it should be addressed to His Majesty and forwarded to the Secretary of State for India.—[*Home Department Notification No. 1508-Public, dated the 27th June 1906.*]

XIV.—When a memorial is withheld, the memorialist should be informed of the fact and of the reason for it.

XV.—A list of memorials withheld under the discretionary power conferred by rule XII, with the reasons for withholding them, will be forwarded quarterly to the Government of India in the case of memorials withheld by Local Governments under the same discretionary power, and by the Government of India in the department concerned to the Secretary of State for India.

150. CLERK TO BE SENT TO TREASURY OR SUB-TREASURY WHEN SUM TO BE PAID INTO, OR DRAWN FROM, IT IS LARGE.

*Memorandum No. 378-Tl., dated 26th February 1906.*—

There appears to be diversity of practice as regards the procedure followed by post offices in making remittances to, or drawings from, the local treasury or sub-treasury, when large sums are concerned. In some places a clerk is sent to the treasury, in others a second postman or a menial servant accompanies the head postman, while in certain post offices the head postman alone conveys the money irrespective of the amount.

2. It has now been decided that when a large sum has to be paid into, or drawn from, a treasury or sub-treasury, a clerk should be sent with it, as the Director-General considers it desirable that there should be a man of higher

education and intelligence than a postman, or head postman, to represent the Post Office on such occasions.

# 151. PUNKHAS AND PUNKHAWALAS FOR SUPERINTENDENT'S CLERKS.

[See also S. O. 126.]

**G. O. No. 2, dated 1st May 1906.**—With reference to this office G. O. No. 8, dated the 26th June 1901, it has now been decided that the provision of punkhas and the employment of punkhawalas may in future be sanctioned not only for the personal benefit of Superintendents of post offices and of the Railway Mail Service but also for that of the clerks of their office when a case can be made out for this concession by the head of the circle.

2. The period for which a punkhawala may be asked for should in no case exceed the local customary period for the use of punkhas.

3. It is not intended that this special concession shall be made as a matter of course to all superintendents' offices and heads of circles will be required to give full reasons for their recommendations in each individual case.

# 152. RULES REGARDING THE SUPPLY BY A GOVERNMENT MEDICAL OFFICER, ON A DEMAND MADE BY THE PATIENT'S OFFICIAL SUPERIOR, OF INFORMATION REGARDING THE NATURE OF ILLNESS OF A GOVERNMENT SERVANT WHOM HE IS ATTENDING IN HIS OFFICIAL CAPACITY.

## **Circular No. 14, dated 7th June 1906.**— \* \* \* \*

*Government of India, Home Department (Medical), Notification No. 311—20, dated the 7th April 1906 [communicated to the Director-General under Department of Commerce and Industry, No. 2926—36-64, dated the 18th April 1906].*—NOTIFICATION.—The Government of India have recently had under their consideration the question of the obligation of a medical officer of Government to supply, on a demand made by the patient's official superior, information regarding the nature of the illness of a Government servant whom he is attending in his official capacity. After a full consideration of the matter they have arrived at the conclusion that when the particulars of a Government servant's illness are required in the interests of Government by his official superiors, the Government medical officer who has dealt with his case in his official capacity may be required to supply them without infringing the relations which ordinarily obtain between a patient and his medical adviser. They are, however, impressed with the objections to confidential communication between the official superior and the medical adviser of a subordinate, and since the information in question must almost invariably be required in connection with the grant of leave, they think it advisable that it should ordinarily be demanded, if at all, from the subordinate himself, who can obtain it from his medical attendant in the way in which the somewhat analogous statements required to support an application for leave on medical certificate are obtained. I am to ask that any cases of the kind which may in future arise may be dealt with in the manner suggested above.

[To the Government of Bombay only.] 2. I am to explain that this decision supersedes the instructions conveyed in the Home Department letter No. 2181, dated the 29th November 1900, to the Government of Bombay.

**153. SUBMISSION OF MONTHLY STATEMENTS OF CASES OF LOSS OF, DAMAGE TO, OR TAMPERING WITH, INLAND REGISTERED ARTICLES AND OF SEPARATE REPORTS ONLY IN SPECIAL CASES.**

**G. O. No. 7, dated 19th June 1906.—** \* \* \*

It has been decided that it is unnecessary to require heads of circles to submit a separate report to this office with respect to every case of loss of, damage to, or tampering with, inland registered articles.

2. With effect from the 1st July 1906, therefore, only such cases (a) as are of special interest or importance or (b) in which the grant of compensation is recommended should be separately reported on to this office. In the first class of cases a preliminary report should be sent in as soon as possible after intimation of the occurrence is received by the head of a circle, and in every such case a final report should be submitted after enquiries have been completed. In the second class of cases, provided that they do not fall under the first class also, one report giving the grounds on which the grant of compensation is recommended will be sufficient.

3. All cases of loss of, damage to, or tampering with, inland registered articles during each month, including cases which have been specially reported, should be reported to this office in the following form not later than the 15th of the succeeding month :—

*Statement showing cases of loss of, damage to, or tampering with, inland registered articles which have been reported during the month of 19 in the circle.*

Serial No.	Case-mark.	PARTICULARS OF THE ARTICLE, viz.— (1) Office of posting. (2) No. on the article. (3) Date of posting. (4) Name and address of addressee. (5) Office of delivery. (6) Date of delivery. (7) Nature and value of contents of the article.	Names of post offices and R. M. S. sections by which the article was handled.	Brief particulars of the case, including nature of loss or damage.	Action taken.

**154. NON-RECURRING CONTINGENT CHARGES INCURRED IN CONNECTION WITH EXPENDITURE NECESSITATED BY PLAGUE.**

*General letter No. 268-Ac., dated 16th May 1904.*—In order to avoid frequent applications from heads of circles to this office for sanction to non-recurring contingent charges incurred in connection with expenditure necessitated by plague, it has been decided to adopt the following procedure with effect from the 1st July 1904 :—

Heads of circles will continue to submit applications to this office for previous sanction in cases, where the charge amounts to Rs50 or more. In all other cases they will submit to this office at the beginning of each quarter a statement showing all expenditure incurred on account of plague during the preceding quarter. When the quarterly statement contains any charge which is to be borne jointly by the Post Office and the Telegraph Department, the procedure laid down in sub-paragraph (1) of this office G. O. No. 9, dated the 19th August 1903, should be followed in respect of each such charge.

**155. REDUCTION IN PENSION UNDER ARTICLE 478 OR 479 OF THE *Civil Service Regulations*.**

*General letter No. 1104—P. G., dated 18th July 1907.*—In cases in which the amount of pension is reduced under Article 478 or 479 of the *Civil Service Regulations* owing to the applicant having entered Government service at an advanced age, the reason for the reduction should be clearly explained when communicating sanction to the pensioner.

**156. PROTECTION OF THE ESTABLISHMENTS OF POST OFFICES FROM PLAGUE.**

*G. O. No. 18, dated 12th February 1907.*—In order to protect the establishments of post offices from plague as far as possible, the following orders are issued and should be carefully observed :—

- (1) In the case of post offices in small towns and villages, the postmaster whether head, sub, or branch, should have permission, when dead rats have been found in the post office building, to remove himself and the whole office from it immediately and even to construct a hut for the office, if necessary, without waiting for previous sanction from higher authority.
- (2) In the case of any post offices in large towns where it is not possible to vacate the infected building and remove the office to another building or into tents or to construct a temporary hut for its accommodation at a moment's notice, the postmaster should be given discretion to make the most suitable arrangements practicable until he can obtain orders from higher authority. If orders can be obtained without any delay, as in the case of a town sub-office, they should, of course, be applied for at once before taking any action and it will be the duty of the Presidency postmaster or

head postmaster, on receipt of a report that dead rats have been found in a town sub-office building, to give his immediate attention to the matter and to issue clear orders on the subject and take all practicable measures at once.

2. Heads of circles are requested to arrange that this decision is communicated to all concerned and that the matter is fully understood.

**157. ARRANGEMENT FOR THE TRANSMISSION, THROUGH THE POST, OF OFFICE FILES FOR AND FROM THE HON'BLE MEMBERS OF COUNCIL IN CHARGE OF THE DEPARTMENTS OF COMMERCE AND INDUSTRY AND FINANCE, AND THE CHAIRMAN, RAILWAY BOARD, WHILE ON TOUR.**

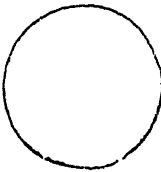
***Circular No. 3/2, dated 3rd April 1907.—***

\* \* \* \* \*

2. When any of the officers named on the margin is on tour, office files for and from him will be transmitted through the post in leather pouches, which will be posted, as *service registered parcels*, by his office at Simla or Calcutta (as the case may be) or by his camp office at the post office of the place where he may be. The pouches will bear two labels, namely,—(1) an address label, showing the addressee's name and address, and (2) a tagged label in the following form :—
- (1) The Hon'ble Member of Council in charge of the Department of Commerce and Industry.
  - (2) The Hon'ble Member of Council in charge of the Finance Department.
  - (3) The Chairman, Railway Board.

***To be forwarded loose with letter mail.***

***(Vide D.-G.'s Circular No. 3/2, dated 3rd April 1907.)***



To

**SPECIAL BAG.**

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(post-town of destination).

The postage on the pouch will be prepaid by means of service postage stamps affixed to the address label and, to save trouble, R3-14-0 will be prepaid in every instance, that is, the chargeable weight will be assumed always to be 600 tolas, on which weight R3-12-0 postage, *plus* a registration fee of 2 annas, is due.

3. The post office at which a pouch is posted—and these pouches may be posted at any post office—should deal with it as follows :—

- (a) The pouch should be received and booked, in the usual way, as a fully prepaid service registered parcel, except that no yellow receipt will

be required to accompany it to destination : this document should, therefore, be left on record in the parcel journal.

(b) The date-stamp of the office should be impressed in the space provided for the purpose on the tagged label, and it should be seen that the post-town of destination has been entered on this label.

(c) The pouch should then be transferred under receipt (to be taken in the parcel abstract) to the Mail Department of the office.

4. Thereafter, and throughout its transit through the post, the pouch should be treated as a *special bag*. *It is throughout to be sent by letter post, without being enclosed in any bag*, and on arrival at destination it should be delivered at once to the addressee, whose receipt for it should be taken on the special mail list.

5. As these pouches will, in every case, be addressed to a specified post-town, no reference to a programme of the movements of the officer concerned will be necessary.

#### 158. ARRANGEMENT FOR THE TRANSMISSION THROUGH THE POST IN LEATHER POUCHES OF OFFICE FILES FOR AND FROM HIS HONOUR THE LIEUTENANT-GOVERNOR OF THE UNITED PROVINCES, WHILE ON TOUR.

*Circular No. 9/8, dated 17th April 1907.*—With reference to the Director-General's circular No. 3/2, dated the 3rd April 1907 (S. O. No. 157), it has now been arranged that office files for and from His Honour the Lieutenant-Governor of the United Provinces shall also be transmitted through the post in leather pouches under the conditions laid down in that circular.

2. When His Honour is on tour, office files for and from him will be posted by his office at Allahabad, Lucknow, or Naiini Tal (as the case may be) and by his camp office either at the post office of the place where he may be or in the "United Provs. Govt. Camp" post office if this office is on tour with the Lieutenant-Governor.

#### 159. POWERS OF OFFICERS TO AUTHORISE THE IMMEDIATE DEPARTURE OF POSTAL OFFICIALS TO THE PASTEUR INSTITUTE AT KASALI OR COONOR AND TO GRANT THEM THE PRESCRIBED CONCESSIONS.

*G. O. No. 2, dated 24th April 1907.*—With reference to the accompanying letter No. 1087-1098, dated the 19th December 1906, of the Government of India in the Home Department, it has been decided that the power of authorising the immediate departure of postal officials to the Pasteur Institute at Kasali or Coonor and of granting them the prescribed concessions should be exercised as shown below :—

*In the case of*

*By*

(1) any Superintendent or 1st class head post-master . . . . .

the Head of the Circle.

<i>In the case of</i>	<i>By</i>
(2) any 2nd class head postmaster, any Inspector, any official in a sub or branch office (other than a town, sub or branch office under the direct control of a 1st class postmaster) or any overseer . . . . .	the Superintendent.
(3) any official in a 1st class head office or the town, sub and branch offices under the direct control of the 1st class postmaster . . . . .	the 1st class head postmaster.
(4) any official (other than the postmaster) ; 2nd class head office . . . . .	the 2nd class head postmaster.
(5) any postman, village postman or runner or other inferior servant in an Inspector's sub-division . . . . .	the Inspector.
(6) any Railway Mail Service official below the rank of Superintendent . . . . .	the Superintendent.

2. Applications under these orders may, when necessary, be made by urgent telegram and must be dealt with immediately by the officers to whom they are addressed.

3. Heads of Circles are requested to arrange that the orders are communicated to and fully understood by all concerned and that all cases in which effect is given to them are reported to this office with full particulars.

*Government of India, Home Department letter No. 1087-1098, dated the 19th December 1906, to all Local Governments and Administrations.*—I am directed to communicate the following remarks and orders of the Government of India regarding the grant to Government servants and to indigent persons unconnected with the public service of certain concessions designed to enable them, when bitten by a rabid animal, to proceed without delay to the Pasteur Institute at Kasauli or Coonoor for treatment.

2. In the case of Government servants the Government of India consider that a distinction must be made between those who are too poor to proceed at their own expense to a Pasteur Institute for treatment and those who can afford eventually to pay for their journey but have a difficulty in finding the requisite means at once. The former are, in their opinion, fit subjects for State beneficence; the needs of the latter can most suitably be met by the grant of advances. The question of giving similar assistance to private individuals stands on a different footing and it may be argued that the provision of facilities to enable them to obtain treatment should be left to private charity. The Government of India however recognise that they occupy a very special position towards the subject of medical relief and that the circumstances of this particular case call for special consideration, since the sufferer's recovery depends on his being able to start for a Pasteur Institute at once, a condition which private charity cannot be counted on to secure. The Government of

India have therefore decided to lay down the following rules for the guidance of Local Governments and Administrations :—

I.—Any Government servant who has been bitten by a rabid animal, and who is too poor to proceed to Kasauli or Coonoor at his own expense may, provided that he is drawing not more than Rs100 a month, be granted—

(i) his actual travelling expenses to Kasauli or Coonoor and back, namely, (a) a single fare each way by railway of the class by which he is entitled to travel on duty, (b) for journeys by road, the actual cost of transit, not exceeding the amount admissible under rule. The expenses for the return journey should be paid to the patient at Kasauli or Coonoor, after the treatment has been undergone, by the Treasury Officer, at those stations, on production of a discharge certificate from the Director of the Institute ;

[(ii) an advance of one month's pay ;

(iii) one month's casual leave, any leave required in excess being treated as privilege or sick leave.

II.—Any Government servant who has a difficulty in finding at once the means to enable him to proceed to an Institute, and whose pay exceeds Rs100 but does not exceed Rs500 a month, may be granted an advance not exceeding the amount admissible under rule I (i), and may also be given the concessions specified in I (ii) and (iii) above. The sums thus advanced will be recovered by instalments on the usual scale.

III.—Subject to such further rules as Local Governments may make, any indigent person unconnected with the public service who, in the opinion of any officer authorised to grant the concession, is unable to proceed to a Pasteur Institute at his own expense, may be granted his actual travelling expenses to Kasauli or Coonoor and back, namely, (a) a single third class fare each way by railway, (b) for journeys by road, the actual cost of transit, (c) maintenance allowance at the following daily rates : Europeans and Eurasians Rs1 during the journey and Rs2-8-0 during treatment, natives four annas during the journey and six annas during treatment. The expenses for the return journey should be paid to the patient at Kasauli or Coonoor after the treatment has been undergone, by the Treasury Officer at those stations on production of a discharge certificate from the Director of the Institute.

3. The existing rules requiring the production of a certificate from a medical officer and the sanction of the principal district officer in the department concerned before a Government servant can obtain a concession enabling him to proceed to an institute have been found to cause dangerous delays in the arrival of patients in Kasauli. The Government of India have therefore decided that any Government servant not below such rank as may be fixed by the Local Government shall be empowered to grant the above-mentioned



concessions, and to authorise the immediate departure for Kasauli or Coonoor of any of the classes of persons specified, whether Government servants or indigent persons unconnected with the public service.

4. On the production of a certificate from the Director of the Pasteur Institute that the person sent has been treated, the Local Government will adjust the expenditure as provincial, local or municipal according to the local conditions and rules. In provinces where the provincial settlement system is not in force, the expenditure, so far as it is not met from local or municipal funds, will be borne by Imperial revenues.

5. Orders regarding the application of the foregoing rules to cantonments will issue separately.

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**160. HEADS OF CIRCLES EMPOWERED TO SANCTION PAYMENT OF MUNICIPAL AND OTHER RATES AND TAXES ON POST OFFICE BUILDINGS AND VEHICLES.**

**G. O. No. 7, dated 23rd June 1908.**—In supersession of the existing orders on the subject, Heads of Circles are hereby empowered, with effect from the 1st July 1908, to sanction, without reference to the Director-General, the payment of all municipal and other rates and taxes levied on post office buildings (including combined post office buildings) and on post office vehicles of any description.

2. In the case of *all* combined offices, Heads of Circles will sanction, as a postal charge, the total amount of the tax levied and will furnish copies of such sanctions to the Comptroller, Post Office, noting separately the telegraph share of the tax.

3. In the case of 1st and 2nd class combined offices the Head of the Circle must obtain the concurrence of the Divisional Superintendent of Telegraphs to the apportionment of the charge between the two departments and note in the copy of the sanction sent to the Comptroller, Post Office, that the charge debited to the Telegraph Department has been accepted by the Divisional Superintendent of Telegraphs concerned. If, in consequence of any delay in obtaining the concurrence of the Divisional Superintendent of Telegraphs, the Head of the Circle is unable to make this note on the copy of the sanction sent to the Comptroller, Post Office, he should intimate later to that officer the telegraph share of the tax and the fact that it has been accepted by the Telegraph Superintendent.

4. The Comptroller, Post Office, will pass on to the Telegraph Department the debits on account of the telegraph shares of taxes on 1st and 2nd class combined offices which have been accepted by the Superintendents of Telegraphs.

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## APPENDIX No. 21.

### Glossary of Technical Terms.

#### A

Abbreviations.—The following abbreviations are used in Post Office publications and forms, *viz.*—

a. w.	for in account with.
B. O.	„ branch office.
B. P. O.	„ British postal order.
D. O.	„ despatching office or officer.
D. L. O.	„ Dead Letter Office.
F. O.	„ foreign money order.
H. O.	„ head office.
Ins.	„ insured.
M. or M. O.	„ money order.
O. (cipher)	„ Postal Service.
R. O.	„ receiving office or officer.
R. M. S.	„ Railway Mail Service.
S. B.	„ Savings bank.
S. S. B.	„ Sub-savings bank.
S. O.	„ sub-office.
T. M. O.	„ telegraphic money order.
V. P.	„ value-payable.

**Abstract contingent bill.**—A contingent bill prepared in anticipation of the monthly contingent bill, when the contingent advance is exhausted, and payable without countersignature.

**Account bag.**—A bag in which money and documents involving accounts between head and sub offices are enclosed.

**Account office.**—A post office (head or sub) with which a branch office is in account.—*See* in account with.

**Acknowledgment.**—A document certifying to the delivery of a registered article of the letter or parcel mail, or to the payment of a money order.

**Addressee.**—The person to whom an article of the letter or parcel mail is addressed.

**A. Orders.**—Orders issued by a Superintendent, Railway Mail Service, notifying changes in working guides which are made by him.

**Articles of stock.**—A term which comprises everything supplied for the use of a post office (*e.g.*, furniture, bags, scales, stamps and seals, letter-boxes, etc.), except departmental forms.

**Assessment memo.**—A document issued by the customs authorities to indicate the amount of customs duty due on registered and unregistered articles of the foreign letter mail.

**Assistant postmaster.**—An official ranking next to the deputy postmaster in the presidency and certain other large head offices.

**Assistant Superintendent.**—An officer of the Railway Mail Service subordinate to the Superintendent.

**Attendance hours.**—The hours during which a Railway Mail Service set is required to be present at the record office for the performance of the duties connected with its previous and next working hours. In the case of sections, the days fixed for this purpose are termed Attendance days.

**Assurance.**—*See* Endowment Assurance.

## B

**Beat.**—(1) The area comprising streets, or villages assigned to a postman or village postman, within the limits of which he is required to deliver articles or collect articles for despatch. (2) The portion of a railway line over which the sets composing a R. M. S. section work, including the post offices served by such section.

**Beat articles.**—Articles requiring early disposal by the section to which they are sent.

**Beyond beat articles.**—Articles not requiring early disposal by the section to which they are sent, but which can be disposed of at a later period of the journey.

**B. Orders.**—*See* Guidance orders.

**Branch office.**—A small post office generally located in a village. A branch office may be in account with a head office or a sub-office; and the office with which it is in account is termed its account office.—*See* Account office.

**Branch office bag.**—A bag used for the exchange of articles, money, documents, etc., between a branch office and its account office and for the exchange of unregistered articles of the letter mail between a branch office and other offices with which it is in communication.

**Branch postmaster.**—The official in charge of a branch office.

**Bundle.**—A collection of letters made up for despatch, either enclosed in a bag or in a covering of paper or cloth, or merely tied together with twine.

## C

**Camp correspondence.**—A term applied to letters and other articles of correspondence addressed "camp" or with any other prescribed address, without the addition of the name of any post-town, and intended for high officials on tour. Such articles are closed in special bags.

**Carrier.**—One who is in charge of, or conveys, mails or cash from one post office or stage to another.

**Cash bag.**—A bag provided for the purpose of enclosing remittances between post offices.

**Cash department.**—A department of a post office which deals with the receipts and payments of the office, and keeps the general accounts connected therewith.

- Cash office.**—A sub-office which serves as a *depôt* for cash which it supplies to, or receives from, other sub-offices.
- Certificate of nationality.**—A declaration required from a person newly appointed to a substantive post in a superior grade, stating his nationality, *i.e.*, whether he is a Native, Eurasian, Asiatic or European, and whether he is a statutory Native of India.
- Certificate of posting.**—A document granted by the office of posting to the sender of an unregistered article in evidence of its having been posted.
- Changing station.**—A railway station where the beats of two R. M. S. sections join, and where mails brought by one section are handed over to another section.
- Charge report.**—A report of the transfer of charge of an office or a department of a post office, from one officer to another, stating the date and hour when the transfer was effected.
- Circle.**—The area comprising the jurisdiction of a Postmaster-General, or Inspector-General, Railway Mail Service and Sorting.
- Circle examiner.**—An officer attached to the office of the head of a postal circle, employed specially to examine and check the accounts of head offices in connection with postage collected on unpaid parcels and the payment of salaries and contingent charges.
- Closed bundle.**—A bundle of unregistered articles packed in a closed cover and forwarded direct to a post office, between which and the despatching office one or more offices intervene.
- Closed well.**—A term applied to the well below the flooring of a R. M. S. mail van when mails are placed in it, and the well is sealed and labelled.
- Combined mail bag.**—A mail bag in which both station and sorting articles are placed, instead of being enclosed in separate station and sorting mail bags.
- Combined office.**—A post office which is also a Government telegraph office.
- Combined registered bag.**—A bag containing both station and sorting registered articles, and only one registered list in which all the articles are entered. It is placed in a combined mail bag.
- Comptroller.**—The Chief Account and Audit Officer of the Department.
- Cross mails.**—Mails conveyed on different lines which converge to one point on a through main mail line.

## D

- Dead Letter office.**—An office situated at the head-quarters of a Postal Circle, which deals with undecipherable and unclaimed or refused articles sent to it by the post offices in the circle and served by it. A dead letter office endeavours to dispose of undecipherable and unclaimed articles by redirection to the addressees, and failing that, by return to the senders, and of refused articles, by return to the senders. Those articles which cannot be disposed of are deposited as dead.
- Defacement.**—The defacement of postage stamps on an article to prevent their use a second time. The instrument by which the defacement is effected is called the *obliterator*; but when the *obliterator* is combined with the date-stamp, such instrument is called the *combined date-stamp*.
- Delivery clerk.**—The clerk in charge of the delivery department.

- Delivery department.**—The department of a post office which deals with unregistered articles of the letter mail received for delivery.
- Delivery ticket.**—A ticket entitling the holder to receive unregistered articles to his address at the post office window.
- Deposit.**—A term applied to (1) articles retained in a post office pending disposal; (2) money received from a depositor to be placed to credit of his savings bank account.
- Deposit case.**—A case, or press, having compartments in which unregistered articles of the letter mail are kept in deposit pending disposal.
- Deposit department.**—The department of a post office which deals with unregistered articles of the letter mail which are not disposed of at the time of delivery.
- Depositor.**—A person by whom, or on whose behalf, money is deposited in a Post Office Savings Bank.
- Deputy postmaster.**—An official ranking next to the postmaster in the presidency offices and other large head offices.
- Deputy Postmaster-General.**—The designation of an officer appointed in certain circles to assist the Postmaster-General in administration of the circle.
- Despatching office.**—The office which despatches an article or bag to another office, whether such article or bag be posted or made up in the office or received from another office for onward transmission.
- Despatching officer.**—The officer who despatches an article or bag and signs the document in which it is entered.
- Director-General.**—The administrative head of the Post Office of India.
- Distribution.**—The allotment of articles to postmen and village postmen for delivery in their beats and to a selected clerk for delivery from the window of the post office.
- District Treasury.**—A Government Treasury situated at the head-quarters station of each district.
- District officer's post bag.**—A bag containing the tour correspondence of a district officer which is exchanged between the head-quarters post office of the district and the camp of the officer.
- Division.**—The area comprising the post offices, mail lines, sections and mail offices under the supervision and control of a *Superintendent*.
- Divisional Superintendent.**—*See Superintendent.*
- Double duty.**—The extra trip made by a Railway Mail Service sorter who, on return from one trip, proceeds on another trip before his proper turn.
- Doubtful article.**—An article believed to infringe some condition prescribed in the rules for the public in the *Postal Guide*.
- Due article.**—An article which is due to be despatched from one post office and received in another post office every day or at regular intervals. Closed bundles are due articles.
- Due bag.**—A bag comprised in the due mails.
- Due document.**—A document which is due to be despatched from one post office and received in another post office every day or at regular intervals. The following are examples of due documents: (1) mail lists, which are received with due mails when prescribed by the Postmaster-General; (2) registered lists (other than those enclosed in packet bags) which are received enclosed in registered bags or registered bundles; (3) h. o. and b.o. slips and daily accounts, which are received enclosed in accounts or branch

office bags; (4) parcel lists exchanged between two head offices or between a head office and a mail office or section.

**Due mail.**—The due bags, articles, and documents despatched from one post office and received in another post office every day or at regular intervals.

## E

**Embossed envelope.**—An envelope having a postage stamp “embossed” or stamped in relief on it.—*See* Postage stamp.

**Emergent advances.**—Advances of money granted, under exceptional circumstances, for the construction of post office buildings, etc.

**Endowment Assurance.**—A contract entered into by Government to pay a given sum of money to an individual, or his assigns, at a certain specified period of his life, or to his legal representatives or assigns at his death, if death occurs before the specified date.

**Experimental establishment.**—A post office or village postman sanctioned *temporarily* with the object of ascertaining whether the income is sufficient to meet the cost of its or his permanent maintenance.

**Export foreign mails.**—The outgoing mails for foreign countries forwarded, *via* Bombay, by the steamers of the Peninsular and Oriental Company under the charge of officers of the Sea Post Office.

**Extra bag.**—A transit or mail bag made up for an office in excess of the number entered in the due mail list of despatches.

**Extra-departmental agent.**—Not a regular servant of the Department, but a person with separate means of livelihood, who undertakes postal duties with a view to obtain an addition to his income.

**Extra despatch of mails.**—When the letter or parcel mail to be despatched is more than the ordinary road establishment can carry, additional carriage for the mails is hired, and the despatch by such hired conveyance is termed an “extra despatch.”

## F

**Face.**—The side of an article on which the address is written.

**Facing.**—The arrangement of articles of the letter mail with the address-side upwards and the addresses turned in the same direction.

**First class postmaster.**—A postmaster whose office is not subordinate to the divisional Superintendent, but is under the immediate supervision and control of the head of the circle.

**Fixed letter-box.**—A pillar or other letter-box which is not removable, and the contents of which is cleared by a letter-box peon or other subordinate.

**Foreign article.**—An article posted in India for transmission to a foreign country, or received from a foreign country for delivery in India.

**Foreign exchange.**—*See* Office of foreign exchange.

**Foreign mails.**—*See* Export foreign mails and Import foreign mails.

**Foreign post department.**—The department of a Presidency post office which deals with foreign articles and prepares the accounts arising from exchanges with foreign countries.

**Foreign rupee money order.**—A money order expressed in Indian currency, and drawn on or by certain countries, foreign settlements in India, and Native States,

**Foreign sterling money order.**—A money order expressed in sterling, and drawn on or by certain foreign countries.

**Forward.**—A term applied to (1) articles redirected to other post offices; (2) articles or bags received for onward transmission.

**Forward bundle.**—A bundle of unpaid forward articles of the letter mail.

**Frank.**—The superscription and attestation on an official article by the sender, entitling it to treatment under the rules for official correspondence. In the case of Postal Service articles, the attestation of the superscription may consist of the signature and official designation of an officer of the Post Office, or the printed designation of his office, or the name-stamp of a post office.

## G

**Gazetted appointment.**—An appointment made by the Government of India or the Director-General, announced in the *Gazette of India*. (A schedule of the appointments in the Post Office that are notified in the *Gazette of India* will be found at the end of Chapter 7 of Volume III of the *Manual*.)

**Government despatch bags.**—Bags made up by the Sea Post Office, containing foreign correspondence addressed to the Government of India, the Supreme Government or Local Governments in India, etc., without the addition of the name of any post-town.

**Government Telegraph Office.**—A telegraph office which is not a Railway (Guaranteed or State) telegraph office.

**Guarantee fund.**—A fund to which employes of the Department are required to subscribe by yearly payments. These payments are made by deduction from pay bills for June in each year.

**Guidance orders.**—Orders issued by a superintendent, R. M. S., for the guidance of his subordinates in the performance of their duties on all subjects, except alterations in *working guides*. These orders are also termed *B. Orders*.

## H

**Hand-bag.**—A bag used by letter-box peons for the purpose of conveying articles, cleared from outside letter-boxes, to the post office.

**Hand-to-hand exchange.**—A term signifying the handing over of bags by a mail agent or mail peon to a section of the Railway Mail Service or by one section to another or of bags, articles, or documents by one employe in a post office to another.

**Haulage charge.**—The charge, calculated according to distance, made by a Railway Company for the transportation of mails by rail, where reserved accommodation is provided.

**Head office.**—A post office which renders its accounts direct to the Comptroller, and which has sub and branch offices in account with and subordinate to it.

**Head office of delivery.**—When an article is deliverable from a sub-office and has to pass, in the first instance, through the head office, the latter is termed the "Head office of delivery."

**Head office of issue.**—When a money order is issued by a sub-office, the head office, in the accounts of which the transaction is included, is termed the “Head office of issue.”

**Head office of payment.**—When a money order is payable at a sub-office, the head office, in the accounts of which the transaction is included, is termed the “Head office of payment.”

**Head-quarters post office.**—The post office situated at the head-quarters of a postal circle.

**Head record clerk.**—The officer in charge of a head record office.

**Head record office.**—The record office situated at the head-quarters of a R. M. S. Superintendent's division.—*See* Record office.

**Head sorter.**—The sorter in charge of a set of a sorting section or sorting mail office.—*See* Set.

**Heavy packet.**—A packet which weighs over 20 tolas. When such a packet is registered, it is termed a “heavy registered packet.”

## I

**Import foreign mails.**—The incoming mails from foreign countries, which are sorted and dealt with by officers of the Sea Post Office.

**In account with.**—A term used in relation to head, sub, and branch offices, and signifying that the offices in respect of which the term is employed exchange remittances and articles giving rise to accounts; the names of the offices so related are printed opposite to one another in the *Quarterly List*.

**In communication with.**—A term used in relation to post offices, sections, and mail offices, and signifying that the offices or sections in respect of which the term is employed exchange mails; an office may be in communication with another office without being in account with it.

**Indian Post Office Act.**—*See* Post Office Act.

**Ink-pad.**—A cushion moistened with ink and used in stamping.

**Inland article.**—An article conveyed by the inland post at inland postage rates.

**Inland money order.**—*See* Money order.

**Inland post.**—The post maintained by the Government of India between Indian post offices (whether by land or sea).

**Inspector.**—An officer subordinate to the divisional Superintendent whose assistant he is.

**Inspector-General.**—The officer in administrative charge of a Sorting Circle.

**In-station.**—The head-quarters of a R. M. S. section and the station at which the record office or sub-record office of the section is located.

**In-trip.**—The trip made by a R. M. S. set travelling towards its head-quarters or in-station.—*See* Trip.

**Insufficiently paid.**—A term applied to an unregistered letter or packet when the full amount of postage chargeable on it under the rules has not been prepaid by means of postage stamps affixed to it.

**Insurance.**—A system under which the sender of a registered article of the letter or parcel mail can obtain compensation in the event of the article being lost or damaged while in the custody of the Post Office.

**Insured envelope.**—An envelope used to give cover to an insured letter whilst in transit.

**Insured bag.**—A bag used to give cover to all the insured parcels for the same destination.

## L

**Last-pay certificate.**—A certificate granted by the Comptroller or a head postmaster to an officer of the Department proceeding on transfer, leave or pension to enable him to draw his pay, leave allowance or pension.

**Late letter.**—A letter presented at the post office window after the final clearance of the letter-box, but before the despatch of the mail with which it was intended to be forwarded. Late letters are not detained, but are despatched with the outgoing mail, provided that they are fully prepaid and that the prescribed additional charge (called the late letter fee) is also paid.

**Letter-box.**—A locked or sealed receptacle or box in which letters and other small articles, intended for transmission by the letter mail, can be posted.

**Letter-box peon.**—A peon employed in a post office to clear outside letter-boxes.

**Letter Mail.**—A term signifying the conveyance of the lighter classes of articles posted, *i.e.*, letters and packets, by the most expeditious means; it also applies to articles so carried, and to the bags in which they are enclosed.

**Life insurance.**—A contract entered into by Government to pay a given sum of money, on the death of an individual, to his legal representatives and assigns.

**Light packet.**—A packet which does not weigh more than 20 tolas.

**Loose.**—A term applied to bags when they are forwarded without being enclosed in other bags.

## M

**Mail.**—The articles and bags received at, or despatched from, a post office or section.

**Mail agent.**—The officer in charge of a transit mail office.—*See* Mail office.

**Mail bag.**—A bag used for the conveyance of articles of the letter mail. Mail bags are of three kinds, *i.e.*, (1) station mail bags, which are used for station articles; (2) sorting mail bags, which are used for sorting articles; and (3) combined mail bags, which are used for both station and sorting articles.

**Mail clerk.**—The official in charge of the mail department of a post office.

**Mail department.**—The department of a post office which receives mails from, and makes them over to, the carrier.

**Mail guard.**—The officer in charge of a set of a transit section.—*See* Transit section.

**Mail office.**—A stationary office of the Railway Mail Service. Mail offices are of two kinds—sorting mail offices and transit mail offices. The former deal with articles posted and the contents of mail bags addressed to them as well as with closed forward bags, while the latter deal only with closed bags. Every mail office is also a sub-record office.



**Mail officer.**—An official who has charge of the foreign mails when conveyed by railway or by sea.

**Mail peon.**—An official employed in a post office who attends at the railway station for the purpose of exchanging mails with the Railway Mail Service.

**Mail service.**—*See* Railway Mail Service.

**Mail van.**—*See* Sorting van.

**Mis-connection.**—A term signifying that a mail has missed the train by which it was intended to be forwarded, owing to the late arrival at the junction station of the train conveying it.

**Misdirected.**—A term applied to an article on which the incorrect destination has been written in English by the office of posting.

**EXCEPTION.**—Unpaid articles received by a sub or branch office through its account office and intended for branch offices or villages which are not served through such sub or branch office should be treated as having been "missent" by the account office even though they may have been originally "misdirected" by the office of posting to that sub or branch office.

**Missent.**—A term applied to an article which has been erroneously forwarded to an office other than the office of destination, or by a route other than the prescribed route.

**Money order.**—An order granted by the Post Office for the payment of a sum of money through the agency of the Post Office.

**Money order branch.**—The branch of the Comptroller's office which checks and adjusts the money order and British postal order accounts of all head offices.

**Money order clerk.**—The clerk in charge of the money order department of a post office.

**Money order department.**—The department of a post office which deals with the issue and payment of money orders and sale and payment of British postal orders, and keeps the accounts connected therewith.

**Money order office.**—A post office which transacts money order business. Money order offices are distinguished in the *Quarterly List* by the letter M.

**Monsoon charges.**—Extraordinary expenses incurred for conveying mails across unbridged rivers and streams and carrying them on difficult roads during the monsoon season.

**Monthly allowance.**—A fixed monthly income secured by the payment of one or more subscriptions on the condition that, after a certain specified date, the monthly allowance shall become payable to the purchaser during the remainder of his lifetime.

## N

**Native of India.**—A term defined by the Government as applicable to "any person born and domiciled within the dominions of His Majesty in India, or within the territories of Indian Princes tributary to, or in alliance with, His Majesty, of parents habitually resident in India and not established there for temporary purposes only."

No insurance.—A remark entered against the names of certain post offices in the *Quarterly List* to indicate that such offices can neither insure articles for despatch nor receive them for delivery.

Notice-boards.—Notice-boards are supplied to post offices for the purpose of affixing thereto postal notices and advertisements.

## O

Occasional despatches.—A term applied to despatches of mails which are not prescribed and which are carried in the custody of Railway employés on State Railways and certain other Railways working under State Railway rules and which are charged for according to the weight carried.

Office hours.—*See* Open office hours.

Office of delivery.—The office which delivers an article to the addressee.

Office of despatch.—*See* Despatching office.

Office of destination.—The post office to which a bag is invoiced or to which an article is forwarded. The office which ultimately disposes of the bags or delivers the article is the office of final destination.

Office of final destination.—*See* Office of destination.

Office of foreign exchange.—The frontier, or last Imperial post office through which articles for foreign countries, foreign settlements in India, or Native States pass, and where the accounts resulting from the exchange are kept and adjusted.

Office of issue.—The office which issues a money order.

Office of payment.—The office which pays a money order.

Office of posting.—The office at which an article is posted, whether it be posted in the office letter-box or in an outside letter-box, or entrusted to a village postman attached to the office, or tendered at the window of the post office for despatch.

On Postal Service.—The superscription required to be written on an article posted on the service of the Post Office to entitle it to be conveyed without any charge for postage.

On H. M. S. Telegraph.—The superscription required to be written on an article posted on the service of the Telegraph Department to entitle it to be conveyed without any charge for postage.

Open office hours.—The hours mentioned in the *Postal Guide* or notified locally, during which a post office is open for references from, and the transaction of business with, the public.

Outside letter-box.—A letter-box located in a public thoroughfare or other central position in a town, or in a village within the delivery of the local post office.

Out-station.—The station where the set of a R. M. S. section halts or rests before returning to its head-quarters. This is also termed the "rest station."

Out-trip.—The trip made by a R. M. S. set travelling away from its head-quarters or towards its out-station.—*See* Trip.

Overcarried articles.—Articles which have been *erroneously* carried by a R. M. S. section past the railway stations at which they should have been given out,

**Overseer.**—A postal official placed in charge of a mail line, whose duty it is to supervise the establishment and to distribute pay, and who is responsible for the state of the line and the conveyance of the mails at the prescribed rate of speed. Overseers may also be required to convey or escort remittances of cash between post offices.

## P

**Packer.**—An employé in a post office whose duty it is to pack the mail, seal bags, and stamp articles.

**Packet bag.**—A bag in which heavy registered and unregistered packets are forwarded when to despatch them in a mail bag would delay the letter mail.

**Packing.**—An operation connected with the preparation of mails for despatch, and consisting of tying up letters, newspapers, and packets in bundles and placing them in mail bags, which are then closed, tied with cord, and sealed.

**Parcel bag.**—A bag in which parcel mail articles are forwarded.

**Parcel clerk.**—The clerk in charge of the parcel department.

**Parcel department.**—The department of a post office which deals with parcel mail articles tendered for transmission by post, or received for delivery or onward transmission.

**Parcel mail.**—A term signifying the conveyance of the heavier classes of articles posted, *i.e.*, parcel mail articles, sometimes by a slower and less direct means of carriage than the letter mail; it is also applied to articles so carried, and to the bags in which they are enclosed.

**Parcel mail article.**—A term which comprises parcels of all kinds and unregistered value-payable articles.

**Partial insurance.**—A remark entered against the names of certain post offices in the *Quarterly List* to indicate that articles despatched from or to such offices can be insured only partially.

**Payee.**—The person named in a money order or British postal order as the person to whom the amount is payable.

**Permanent advance.**—A fixed sum of money advanced to a post office for the purpose of meeting petty contingent charges.

**Permanent records.**—Those records, *i.e.*, books, accounts, files of correspondence, etc., which it is not lawful to destroy before the expiration of three years, or without the special orders of the Postmaster-General.

**Pillar letter-box.**—A term used to designate a large fixed letter-box which is cleared by a letter-box peon, mail peon, or other subordinate attached to a post office.

**Planter's bags.**—A bag in which registered articles of the letter and parcel mail and amounts of money orders, received for delivery or payment to planters and others residing at a distance from the post office, are made over to their messengers. The bag is furnished with a lock, one key being kept by the addressee and the other by the delivery clerk. Unregistered articles may also be delivered in the bag, an account being kept with the addressee of the postage due on the unpaid articles.

**Plural bags.**—When more than one due transit bag or mail bag for the same office is prescribed in the due mail list of despatches, such bags are termed "plural" bags.

- Policy.**—The written document containing the contract in respect of a Life Insurance or an Endowment Assurance.
- Portable letter-box.**—A term used to designate a letter-box which is brought in to the post office by a letter-box peon or other subordinate for clearance, another letter-box being left in its place.
- Post.**—The service or means employed by Government for the transmission of postal articles from one post office to another and their delivery to the addressees.
- Postage.**—The duty chargeable for the transmission by post of postal articles. Postage is said to be “prepaid” when it is paid at the time of posting by the sender in cash or by means of postage stamps affixed to the article, and “unpaid,” when it is recoverable in cash from the addressee on delivery.
- Postmark.**—The impression made by a stamp. This term includes the impression by which a postage stamp is defaced.—*See* Defacement.
- Postage stamp.**—A stamp either printed on an adhesive label or postcard or embossed on an envelope, which is used in payment of postal charges and on which the value is expressed.—*See* Embossed envelope and Postcard. Postage stamps used in payment of service postage are termed “*Service stamps*.”
- Postal circle.**—*See* Circle.
- Postal confirmation.**—A document containing particulars of each telegraphic money order despatched, forwarded by first post to the office of payment to enable it to see whether the remittance was correctly advised by telegraph.
- Postal Life Insurance.**—*See* Life Insurance and Endowment Assurance.
- Postal Service.**—A term signifying the business of the Post Office. An article is transmitted by post “on Postal Service,” without payment of postage, when it is so superscribed, and the superscription is certified by the signature and designation of an official of the Department or the name-stamp or printed name of the despatching office.
- Postcard.**—A piece of stout paper or card, having a postage stamp printed or affixed on it; the address is written on the face and the sender’s communication on the reverse. A reply postcard resembles two single postcards joined together, the “reply” portion being intended for the addressee’s answer.
- Poste restante.**—A direction (written on an article by the sender) meaning that the article is to be retained in the office of delivery till called for or till the arrival of the addressee. The term is also applied to the deposit department of a post office.
- Posting.**—The act of placing any article in a letter-box, or presenting it for despatch at the window of the post office.
- Posting office.**—*See* Office of posting.
- Postman.**—A delivery agent employed in the Post Office whose duties do not necessitate his absence from the post office to which he is attached beyond the day on which he proceeds on his beat, and who is able to return each day to the office before it is closed.
- Postmaster.**—The officer in charge of a head office.
- Postmaster-General.**—The designation of the officer in administrative charge, for the time being, of a postal circle.

- Post office.**—An office in which business connected with the receipt and despatch of mails is carried on. Post offices are classed as head offices, sub-offices, and branch offices. The term "*the Post Office*", is applied to the Department of the Government which is vested with the management and control of this business.
- Post Office Act.**—An Act (VI of 1898) passed by the Governor General in Council to amend the law for the management of the Post Office, for the regulation of the duties of postage, and for the punishment of offences against the Post Office.
- Post Office holidays.**—The King's birthday, Good Friday, Christmas Day, and New Year's Day.
- Post office window.**—A window or other opening in the wall of a post office at which articles may be tendered by the public for despatch, and at which articles may be delivered to addressees or their messengers waiting to receive them.
- Premium.**—A periodical payment for a Life Insurance or Endowment Assurance policy.
- Prepaid.**—*See* Postage.
- Payment compulsory.**—A term signifying that the postage chargeable on an article must be prepaid.
- Prepayment optional.**—A term signifying that the postage chargeable on an article may be prepaid or unpaid at the option of the sender.
- Presidency office.**—The post office situated at each of the three Presidency towns of Calcutta, Bombay, and Madras.
- Presidency Postmaster.**—The officer in charge of a Presidency office.
- Press packet.**—A packet containing newspapers intended for sale by a news-agent recognised as such and marked for delivery from the R. M. S. mail van at the Railway station to which it is addressed.
- Probationer.**—A candidate for employment in the Post Office, appointed by competent authority on probation in order that he may learn postal work, and be eligible for a permanent appointment when he has successfully passed the prescribed test. A probationer may be paid or unpaid.
- Proposer.**—A person who applies for a life insurance or endowment assurance policy, or for the purchase of a monthly allowance.
- Public account.**—An account opened in a post office savings bank on behalf of school, dispensary, library or other funds, Benevolent Institutions, etc.

## R

- Railway Mail Service.**—A service to which is assigned the charge, sorting and disposal of mails conveyed by railway or by river steamers. The Railway Mail Service is divided into four circles comprising with few exceptions the establishments working on railway and river steamer lines and stationary establishments connected with them.
- R. M. S. mail officer.**—*See* Mail office.
- R. M. S. section.**—*See* Section.
- Rate.**—The unit of weight used (1) in the registration department for insured letters and envelopes and equal to one-eighth of a tola or the

weight of a two anna bit and (2) in the parcel department, (for foreign parcels) and equal to a pound or 39 tolas.

**Receiving office.**—The office which receives an article or bag, despatched to it by another office, whether such article or bag be for delivery or to be opened in the office or forwarded onwards to another office.

**Receiving officer.**—The officer who receives an article or bag and signs the document in which it is entered.

**Record clerk.**—The official in charge of a record office.

**Record office.**—A stationary office of the Railway Mail Service where the work-papers of the sorters are prepared, checked, and placed on record.

**Re-directed article.**—An article which cannot be delivered by the post office to which it is addressed, owing to the addressee being elsewhere, and which is then forwarded to another post office for delivery to the addressee.

**Re-direction.**—The alteration of the address on an article received in a post office for delivery, when the addressee has removed to another post-town.

**Refund of postage.**—The repayment to the addressee of an amount that has been excess charged as postage and paid by him.

**Refused article.**—An article of which the addressee refuses, or omits, to take delivery, when presented to him.

**Registered article.**—An article dealt with in the registration department under the system of registration.—*See* Registration.

**Registered bag.**—A bag, made of cloth dyed yellow, in which registered articles are forwarded. A registered bag is always enclosed in a mail bag.

**Registered bundle.**—A bundle of registered articles with the registered lists placed on top. When there are no registered articles for despatch, the registered bundle contains only the registered list.

**Registered envelope.**—An envelope, containing registered articles of the letter mail, closed by a Presidency post office (or any large head office or R. M. S. section or mail office selected by the head of the circle) when, on the average, it sends five or more registered articles daily by the same despatch to any post office with which it is not in direct mail communication.

**Registered newspaper.**—A newspaper registered in the office of the head of a circle and posted for transmission by the inland post, in accordance with the conditions contained in the *Indian Postal Guide*.

**Registered packet bundle.**—A bundle of heavy registered packets, with the registered list placed on top, to be enclosed in a packet bag. When there are no heavy registered packets for despatch inside a packet bag, the registered packet bundle consists only of the registered list.

**Registration.**—A system by which additional security is obtained in the transmission of articles by post, and which consists in registering an article in the books of the offices through which it passes, and in the exchange of receipts for it between the officials who handle the article. The Post Office accepts no responsibility, however, in regard to registered articles unless they are also insured.

- Registration clerk.**—The clerk in charge of the registration department of a post office.
- Registration department.**—The department of a post office which deals with articles of the letter mail tendered for registration or letters tendered for insurance.
- Relieved set.**—The set of a R. M. S. section which makes over charge of the mails to a relieving set on arrival of the train at a changing station.
- Relieving set.**—The set of a R. M. S. section which takes over charge of the mails brought by another set of a R. M. S. section at a changing station.
- Remitter.**—The person on whose application a money order is issued.
- Renewed.**—A money order is said to be "renewed" when it is cashed and a fresh order is issued in renewal of its currency, or when a renewed order is issued in lieu of a void order by the Comptroller.
- Replenishing office.**—A R. M. S. record office that replenishes the stationery boxes issued to sections.
- Rest-house.**—A house for the accommodation of R. M. S. sorters at a terminal or changing station.
- Rest time.**—The period during which the sorters of a R. M. S. section are off duty after a trip.
- Return train.**—By this term is meant any train on which a R. M. S. section is at work, which meets another train, on which a section is also at work, proceeding in the reverse direction. The bags closed by the two sections for one another are termed *return-train bags*, the station at which the bags are given out is termed the *return-train station*, and the articles sent in the return-train mail bags closed by the two sections for one another are termed *return-train articles*.
- Road establishment.**—The establishment employed on a mail line consisting of runners who carry the letter and parcel mails, and overseers who supervise them.
- Route.**—The way by which mails are conveyed, whether it be by road, rail, sea, or river.
- Runner.**—A postal servant whose duty it is to carry mails from one stage to another.

## S

- Savings bank.**—A head office which transacts savings bank business.
- Sub-savings bank.**—A sub or branch office which transacts savings bank business.
- Savings bank clerk.**—The clerk in charge of the savings bank department of a post office.
- Savings bank department.**—The department of a post office which deals with savings bank transactions.
- See post office.**—The establishment employed to sort foreign mails on board the P. and O. mail steamers between Aden and Bombay.
- Seal.**—The instrument by which an impression is made in wax applied over the knot of the cord with which a bag is secured, or on an insured envelope, etc., or the impression made thereby.

**Season post office.**—A post office permanently sanctioned but open for only a portion of the year,—that is, during the season when the locality is frequented by visitors.

**Section.**—A travelling office of the Railway Mail Service, which comprises the “sets” working by specified trains or steamers over a certain portion of a railway or river steamer line, respectively. Sections are of two kinds—sorting sections and transit sections. The former deal with the contents of mail bags addressed to them as well as with closed forward bags, while the latter only deal with closed bags.

**Sender.**—A person who sends an article by post, whether by entrusting it to an official of the post office for despatch or placing it in a letter-box. The term does not include a messenger or other servant or agent of the sender by whom an article is posted.

**Service stamp.**—*See* Postage stamp.

**Service privileged articles.**—Any articles which are allowed by special order to pass through the Post Office under official frank without being charged with postage. These articles include official articles transmitted between foreign settlements in India, etc.

**Set.**—The establishment of R. M. S. sorters which works together in the same beat of a section or which is on duty at the same time in a mail office.

**Sign-board.**—A board intended to be hung over the window of, or entrance to, a department of a post office, and containing a notice painted on it indicating the class of business transacted by such department: *e.g.*, “Savings Bank,” “Money Orders,” etc. Sign-boards are also supplied to post offices with the words “Post Office,” “No admittance,” “Stamps sold here,” etc., painted on them.

**Sorted bundle.**—Bundles of unregistered articles which are under the special orders of the Superintendent, R. M. S., sorted and made up by a relieved set for the relieving set.

**Sorter.**—A term used to designate all employes in the Railway Mail Service other than supervising officers, mail guards and menials.

**Sorting.**—The separation of articles according to the offices to which they are intended to be despatched. Articles forwarded to an intermediate office, to be there sorted for the different offices of destination, are termed “sorting articles,” and the bags in which they are so forwarded “sorting mail bags,” the offices to which they are sent for this purpose being called “sorting offices.”

**Sorting articles.**—*See* Sorting.

**Sorting case.**—A case, or press, provided with compartments for the several offices for which mail bags are prepared; the articles to be placed in the mail bags are sorted into these compartments.

**Sorting clerk.**—The clerk in charge of the sorting department of a post office.

**Sorting department.**—The department of a post office which deals with, and disposes of, all articles of the letter mail which are not intended for delivery.

**Sorting mail bag.**—*See* Sorting.

**Sorting mail office.**—*See* Mail office.



**Sorting office.**—A head office which receives articles from offices of posting or other sorting offices, and sorts and sends them onwards closed in station or sorting mail bags.

**Sorting orders.**—Orders of a Superintendent, R. M. S., prescribing alterations in a sorting list. These orders are also termed *A. Orders*.

**Sorting section.**—*See* Section.

**Sorting sub-office.**—A sub-office which performs the work of a sorting office.

**Sorting van.**—A railway carriage specially adapted for the sorting of postal articles.

**Special bags.**—Bags prepared by the foreign mail sections of the Railway Mail Service, and containing correspondence addressed (without any post-town) to the Government of India, Supreme Government, and high officials of the Government. The term is also applied to all bags (as also loose packets or parcels) despatched from any office, and intended for high officials of the Government or the Post Office on tour.

**Stage.**—A section of a mail line worked by runners or the terminal point of such section at which a hut is erected for the accommodation of the runners.

**Stamping.**—The process of making postmarks.—*See* Postmark.

**Stamping-pad.**—A pad used for placing under letters, etc., when they are being stamped.

**Station.**—A term applied to the delivery of articles in the *station* or town where a post office is situated. Thus, a "station mail bag" is a bag in which articles are forwarded to a post office *for delivery* (hence called "station articles"), in contradistinction to a sorting mail bag which contains articles intended to be forwarded onwards to their several destinations by the office to which the bag is sent.

**Station article.**—*See* Station.

**Station mail bag.**—*See* Station.

**Stock.**—A term comprising everything which is supplied for the use of a post office on indents or requisitions submitted by a postmaster and passed by the proper countersigning authority. Stock includes both articles of stock and departmental forms.

**Stock depôt.**—An office in which a stock of articles of furniture commonly used in post offices, bags, stamps, and seals, scales, letter-boxes, etc., etc., as well as books and forms, is kept, and from which they are supplied on indents received from supervising officers and postmasters. A stock depôt is formed at the head-quarters of every postal circle.

**Sub-account clerk.**—The clerk in charge of the sub-account department of a post office.

**Sub-account department.**—The department of a post office which deals with all articles involving accounts with sub-offices, branch offices, and village postmen.

**Sub-division.**—The area comprising the post offices, mail lines, sections and mail offices under the supervision of an officer who is designated an *Assistant Superintendent* or an *Inspector*.

**Subscription.**—A sum of money payable either in a single sum or in monthly instalments for the purchase of a monthly allowance.

**Sub-office.**—A post office subordinate to a head office and in account with it.

- Sub-office of issue.—The sub-office which issues a money order.
- Sub-office of payment.—The sub-office which pays a money order.
- Sub-postmaster.—The official in charge of a sub-office.
- Sub-record clerk.—The R. M. S. official (head sorter or mail agent) in charge of a sub-record office.
- Sub-record office.—Every R. M. S. mail office is a sub-record office, and in this capacity it checks and files the work-papers of the sections attached to it, as well as its own work-papers.
- Subsidiary sorter.—A R. M. S. sorter who works with a sorting section over only a portion of its beat to assist the set where the work is heavy.
- Sunday mail.—The empty bags which are despatched on Sundays by post offices, which on week days prepare two or more despatches for the same mail line.
- Superintendent.—The officer who is in administrative charge of and supervises and controls the post offices and mail lines in a postal division. He is immediately subordinate to the Postmaster-General of the circle.  
—See Division.
- Superintendent, Railway Mail Service.—The officer who is in administrative charge of and supervises and controls the offices and sections of a Railway Mail Service division. A superintendent is immediately subordinate to the head of the circle in which he is employed.

## T

- Telegraph bag.—A bag used to give cover to telegraphic advices and telegraph envelopes when their transmission as registered letters in the ordinary course would cause delay in delivery.
- Telegraphic advice.—A telegram advising a remittance.
- Telegraphic money order.—A money order (*see definition of this term*) the amount of which is advised by telegraph by the post office of issue to the post office at which it has been made payable.
- Telegraph receiving office.—A post office which receives telegrams for transmission to a telegraph office, but which is not a combined office.  
—See Combined office.
- Telegraph Service.—A term signifying the business of the Telegraph Department.—See On H. M. S. Telegraph.
- Telegraph station.—A station where there is a Government telegraph office.
- Terminal office.—The post office situated at either end of a mail line.
- Terminal station.—The head-quarters and the rest station of a R.M.S. section.
- Test letter.—A letter posted with the object of testing the efficiency or honesty of any Post Office official.
- To receipt.—To enter at foot of a document (*e.g.*, a registered or parcel list) the number of articles received therewith.
- Too-late.—A term applied to an article posted too late to be forwarded by the despatch for which it was intended.
- Town branch office.—A branch office situated in a presidency town or in a town where there is a 1st class head office.
- Town sub-office.—A sub-office situated in a presidency town or in a town where there is a 1st class head office.

- Transfer articles.**—Articles which are *prescribed* to be sent to a R. M. S. section for transfer to a return-train section.
- Transit.**—A term applied in a general sense to the passage of any article through the post, but specially to the passage of bags through post offices without the bags being opened or the contents handled.
- Transit bag.**—A bag used to enclose several bags sent to the same office or section. It is a due bag and must always contain a mail list.
- Transit mail office.**—*See* Mail office.
- Transit office.**—An office situated on a line of through mail communication through which bags pass unopened.
- Transit section.**—*See* Section.
- Treasurer.**—The clerk in charge of the cash department.
- Trial card.**—A postal service postcard posted with the object of ascertaining the most convenient or expeditious route for the transmission of mails.
- Trip.**—A journey performed by a R. M. S. set travelling on duty from one end of its beat to the other.

U

- Unclaimed article.**—An article which cannot be delivered owing to the addressee not being found.
- Undecipherable article.**—An article the address on which cannot be deciphered owing to its being illegible or incomplete, or an article without an address.
- Undeliverable article.**—An article which, for any reason, cannot be delivered to the addressee.
- Unpaid.**—*See* Postage.
- Unpaid delivery.**—The delivery at which unpaid articles of the letter mail are distributed for delivery.
- Unusual mails.**—Any mails which are not due mails (*see* Due mail). They comprise parcel bags, packet bags, and special bags. Telegraph bags are treated as unusual mails.

V

- Value-payable.**—A term applied to the system under which the Post Office undertakes to deliver an article and recover from the addressee the amount specified by the sender for remittance to himself, and to pay this amount to the sender.
- Value return.**—A monthly return showing the financial results derived from the opening of an experimental post office or the entertainment of an experimental village postman.
- Van Peon.**—A menial employed with a R. M. S. section to help in handling, tying, and sealing bags and in facing and stamping articles and to do other menial work.
- Village postman.**—A delivery agent employed in the Post Office whose duties usually necessitate his absence from the post office to which he is attached beyond the time for closing the accounts of the office on the day on which he proceeds on his beat.

**Void.**—A term applied to a money order which cannot be paid either to the payee or remitter, and which is then sent with the next list of void orders to the Comptroller's office.

## W

**Weekly sorting orders.**—Orders issued weekly by an Inspector-General relating to changes in the transit and sorting of mails.

**Weightment system.**—A system under which bags are conveyed on State Railways and certain other Railways working under State Railway rules, in the custody of Railway employés, which are charged for according to the weight carried, no reserved accommodation being provided.

**Window delivery.**—The delivery of articles from the window of a post office.—*See* Post Office window.

**Working hours.**—The hours during which a R. M. S. set is engaged in the disposal of mails.

**Work-papers.**—The documents received and despatched by the set of a R. M. S. section or mail office, as well as the abstracts and other similar documents filled up while the set is at work.

**Wrongly-posted articles.**—Articles posted by the public in the letter-box of a R. M. S. van which are intended for places not served by the section working in the van. Such articles are impressed with a stamp bearing the words "Posted in wrong train."

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